DOCUMENT RESUME

ED 358 315 CE 063 861

TITLE Directory of Nontraditional Training and Employment Programs Serving Women.

INSTITUTION Women's Bureau (DOL), Washington, D.C.

REPORT NO ISBN-0-16-035833-7

PUB DATE 91

NOTE 176p.

AVAILABLE FROM U.S. Government Printing Office, Superintendent of Documents, Mail Stop: SSOP, Washington, DC 20402-9328.

PUB TYPE Reference Materials - Directories/Catalogs (132)

EDRS PRICE MF01/PC08 Plus Postage.

DESCRIPTORS Adult Education; Apprenticeships; *Employment Programs; *Females; Information Services; *Job Training; *Nontraditional Occupations; Outreach Programs; Postsecondary Education; Program Descriptions; Skilled Occupations; Skilled Workers; *Technical Assistance; Technical Occupations; *Trade and Industrial Education

ABSTRACT

This directory describes 125 programs and services that provide training or employment assistance to women seeking blue-collar jobs in trades and technology. Programs and services, by state, are divided according to their primary focus on training, information and technical services, or outreach. Nineteen selected models of training programs are listed separately at the beginning of the section on training. Information provided for both model and other programs includes the following: program name, administrative agency, address, contact person, contact telephone number, program services, and eligibility. Appendixes, amounting to almost one-half of the directory, contain the following: lists of Women's Bureau regional offices, Bureau of Apprenticeship and Training (BAT) regional and state offices, state apprenticeship councils, apprenticeship information centers, Federal Committee on Apprenticeship, Office of Federal Contract Compliance Programs (regional, district, area offices), Job Corps regional offices, national offices of Joint Labor-Management Apprenticeship and Training Programs, state vocational sex equity coordinators, and state employment service offices; occupations that BAT recognizes as apprenticeable; sample curricula for 14- and 20-week training programs; literacy and employment training program model; glossary; National Tradeswomen's Network addresses; 21 national organizations involved in training or employment assistance; and 120 publications related to women in nontraditional occupations. (YLB)

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Directory of NON TRADITIONAL Training and Employment Programs Serving WOMEN

U.S. Department of Labor
Women's Bureau
1991

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Directory of NON TRADITIONAL Training and Employment Programs Serving WOMEN

U.S. Department of Labor
Lynn Martin, Secretary

Women's Bureau
Elsie Vartanian, Director

1991

For sale by the U.S. Government Printing Office
Superintendent of Documents, Mail Stop: SSOP, Washington, DC 20402-9328
ISBN 0-16-035833-7

Foreword

The Women's Bureau is pleased to provide this directory of programs that assist women in obtaining training and employment in skilled nontraditional jobs, including apprenticeship. Over the past two decades women have achieved access to employment in nearly every occupational area. Yet, there remain skilled nontraditional trade and technical careers where women comprise only a fraction of the work force.

A long term goal of the Women's Bureau has been to increase training and employment opportunities for women in nontraditional careers. These jobs are in demand, pay well, and can be rewarding career paths. Pre-apprenticeship programs provide a supportive place for women to prepare for skilled trades and can also be an important link to union/management sponsored full apprenticeships. Apprenticeship positions offer pay while you learn on the job. Compensation increases as your skills increase. In addition, women who master these skills can combine them with a knowledge of business management and establish their own businesses.

Now, through Secretary Lynn Martin's "Initiative To Improve Opportunities for Women in the Skilled Trades," a new effort is underway at the Department of Labor to sharpen our efforts in this area.

Together with the Bureau of Apprenticeship and Training, the Office of Federal Contract Compliance Programs, and the Office of the Assistant Secretary for Policy, the Women's Bureau will continue to work vigorously to promote and expand opportunities and access for women in these exciting career paths.

This directory is designed to be a helpful resource in referring women to appropriate training programs and to be a useful tool for educators and trainers, employers, unions, tradeswomen, and all others who are interested in training and employment programs that serve women effectively.

Elsie Vartanian

ELSIE VARTANIAN
Director, Women's Bureau

Acknowledgments

The Women's Bureau gratefully acknowledges the assistance of those agencies and organizations which contributed program information for inclusion in this directory. The cooperation and timeliness of individuals who responded to our request for information have made possible this reference publication.

We also appreciate receiving a number of brochures which describe program activities. Those materials will become part of our resource files and, along with this directory, will greatly enhance the Bureau's efforts to help women find training and profitable employment in nontraditional occupations.

Several agencies within the Department of Labor were especially helpful in providing information for reference. We thank the Employment and Training Administration (Bureau of Apprenticeship and Training, Job Corps, and Employment Service), the Office of Federal Contract Compliance Programs of the Employment Standards Administration, and the Occupational Safety and Health Administration (Office of Information and Consumer Affairs) for their assistance and spirit of cooperation.

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Introduction

WHAT JOBS ARE NONTRADITIONAL FOR WOMEN

The occupations that fall under the umbrella of nontraditional jobs for women are numerous and diverse. As presently defined, nontraditional jobs are those in which women comprise 25 percent or less of the workers in a particular occupation, whether in the categories of managerial and professional specialty; technical, sales, and administrative support; service; precision production, craft, and repair; operatives, fabricators, and laborers; or farming, forestry, and fishing.

In this directory, however, the listings of programs and services are limited to those which focus primarily on blue-collar jobs in trades and technology. The skilled trades jobs can be classified in two broad areas: (1) precision production, craft, and repair; and (2) operators, fabricators, and laborers. Some of the detailed--and more familiar--occupations within those broad classifications are: carpenter, electrician, brickmason, plumber, painter, telephone installer/repairer, auto mechanic, forklift operator, and welder, to name a few.

The programs which provide training or employment assistance to women seeking jobs in technical fields include such occupations as engineering technician, electronics technician, or other jobs involving communications and computer electronics. Technical jobs are projected to be the fastest growing employment area.

One of the best ways to acquire quality skills for trade or craft jobs is through apprenticeship, one of the oldest methods of organized skill training and still one of the most effective. The system combines classroom courses (or correspondence courses, in some instances) and on-the-job learning, and also pays wages which increase during the entire learning process--from entry level to journeyworker. The tenure of an apprenticeship varies from 1 to 5 years, depending on the trade, but is usually 3 to 5 years.

The high quality skills gained through apprenticeship and the high financial rewards they can bring make apprenticeship an attractive job option for many. Some applicants, though, may need to acquire certain skills and knowledge in order to pass entrance examinations and be accepted into the system. Thus, pre-apprenticeship programs, many of which were spearheaded by unions and women's organizations, greatly enhance the ability of women--and men--to enter and remain in training. A large number of the programs in this directory prepare women to enter apprenticeships.

Some women enter apprenticeships directly. For them, union-management programs can provide the training they seek in the various trades. Listed in the appendixes on page 114 are addresses of national offices of joint labor-management apprenticeship programs registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training (BAT).

Although the proportion of women in crafts and other nontraditional jobs is relatively small, more and more women are entering these occupations. Tables on pages 139-143 show the representation of women in various nontraditional occupations.

WHY NONTRADITIONAL JOBS CAN MAKE A DIFFERENCE FOR WORKING WOMEN

The names of a number of programs in this directory express why women should consider nontraditional jobs: "Opportunities and Options," "Keys to Success," "Womanpower," "New Horizons," "Step Up," "New Beginnings," "New Directions," "TOP/WIN," and "Women Unlimited"--just a few examples.

Besides such descriptive terms, reasons why nontraditional jobs should be considered are that they are in the primary sector of the economy where jobs are more likely to command higher wages, offer greater benefits, a wider variety of work schedules, and greater job security than jobs in the secondary or tertiary economy. They may also be more personally satisfying than many of the traditional jobs--largely clerical and service--in which women work.

For women who are family heads, displaced homemakers, dislocated workers, recipients of public assistance, or are otherwise economically disadvantaged, nontraditional jobs can be a pathway to economic self-sufficiency and family stability. When examining the earnings gap between women and men, analysts point to the lower paying traditional jobs in which women workers are concentrated as a major factor in the earnings difference.

Although entrance into training for most nontraditional skilled trades requires a high school diploma or GED equivalency, many pre-apprenticeship programs help applicants without a diploma to attain a GED, and also include basic literacy skills, especially math, which are necessary for the successful completion of training. Once women enter apprenticeships, they have the economic advantage of paid on-the-job training.

WHAT THIS DIRECTORY OFFERS

There are 125 programs described here; 21 appendixes provide supplemental data. To facilitate use of this directory, programs are divided according to those that primarily focus on:

- training,
- information and technical assistance, and
- outreach.

Selected models of training programs are listed separately, at the beginning of the section on training.

Components of Training Programs--The experiences of various programs, especially those that prepare women for apprenticeable craft jobs, have documented the effectiveness of comprehensive services that address the special needs of women.

The Women's Bureau has conducted a number of demonstration projects designed to expand women's employment opportunities and remove barriers to their full labor force participation. The pilot efforts focused primarily upon training for nontraditional jobs, recognizing their potential for improving women's economic situation. They also provided services to meet women's needs. For example, women usually require physical fitness training to build body strength and endurance for certain nontraditional jobs. They may also require support services, such as child care, in order to participate in training and employment.

Critical also to women's success on the job is that preparation include information and training on issues that women will probably face on a nontraditional job--awareness of as well as coping with issues or problems. These include, but are not limited to, sexual and racial harassment, safety and health, and balancing work and family. Sexual harassment is reported to be the primary reason why women leave jobs even after they have invested months or years gaining training and experience.

Successful training for skills trades/nontraditional jobs includes the following elements--in addition to effective outreach and recruitment:

- Counseling--good intake counseling discusses and counsels on the realities of the world of work as well as the skilled trade/nontraditional work.

- Ability and aptitude testing helps determine the starting point for each individual and serves as a guide for personal progression of skills.

- Physical conditioning may stress the importance of good nutrition along with the development of strength and endurance.

- Building self-esteem--empowerment: a woman must feel that she belongs in a skilled trade occupation and in that workplace.

- Assertiveness training is needed to help women cope with isolation and harassment (sexual or otherwise) on the job.

- Job hunting techniques for nontraditional employment are significantly different from those used by women in traditional jobs. For example, nontraditional work requires knowing about union halls or talking to small employers individually if one lives in a rural area.

- Basic literacy skills, particularly math with fractions, may require overcoming math anxiety, or learning from scratch, or just reviewing.

- Hands-on training helps individuals to learn the feel of tools as well as the jargon--what various things on worksites are called and what things a plumber or electrician, for example, carries on the truck or transport vehicle.

- Job development and placement should be sensitive to this point: many women need to take care of family responsibilities or have child care problems solved after they have completed training. Therefore, placement from public (JTPA) programs need some flexibility with the performance requirement for immediate placement. Training in skilled trades should be thought of as a lifetime, career/professional job investment.

- Followup helps ease the transition to work and can be beneficial to employers as well as to new employees.

- Support services should coordinate assistance with various needs--child care, transportation, financial aid, or other assistance--and may also include a mentoring relationship with an individual or support group.

Sample curriculums for 14-week and 20-week training programs are in the appendixes on pages 132 and 134, respectively.

Selected Model Training Programs--The training programs presented in this directory as models include elements that closely resemble those described above. At least one model program is listed for each of the country's 10 geographical regions.

Highlighting certain programs as models, however, does not diminish the importance of other training programs listed. Based on information received by the Bureau, the other training programs appear to offer effective services. In addition, some exemplary programs may not be identified as such in this directory because their components were not described from that perspective in the information the Bureau received.

Multiservice Programs--A number of programs listed under specific headings offer a combination of services. For example, a program which focuses on outreach may also provide information and technical assistance. A few programs which offer employment information or services such as job hotlines or job listings are included under "Information and Technical Assistance." Thus, it is advisable to refer to the descriptive services of all programs at locations of interest.

Target Groups Served--Although women may be the primary target group to be served by a large number of programs listed, most programs will serve men upon request and acceptance or do so ordinarily because they were set up to serve both women and men. Other defined groups such as displaced homemakers, single parents, or dislocated workers are served under funding source guidelines. However, many of those programs accept other individuals when space allows or if they receive funding from additional sources.

Secondary and postsecondary school students, including vocational school students, as well as educators are reached through a number of structured programs, particularly vocational sex equity projects, listed in this directory. Such efforts, highly important in promoting awareness about nontraditional careers for women, include the orientation of girls (and boys) in junior and senior high school--and sometimes elementary school. They also offer orientation for parents and provide inservice training for school counselors, teachers, and administrators.

Eligibility for Program Participation--The requirements for participation in programs often do not indicate precise criteria. If women are interested in a particular program but think they do not qualify, they should pursue their interest by contacting the program to find out if they are eligible to participate.

Appendixes--The addresses of a number of Federal and State agencies and national organizations are appended to enhance the usefulness of this compendium of services. Although no programs are listed for some States, various agencies in the appendixes, such as State employment services (page 121), can assist women interested in training or employment. Among other addresses listed are those of State vocational sex equity coordinators (page 116), who administer funds for single parent and homemaker programs under the Carl D. Perkins Vocational Education Act.

The definitions of terms and full names of acronyms used throughout this directory, such as "displaced homemaker," "JTPA," or "AFDC," are listed in the glossary. Also included in the appendixes are statistical data and references to publications, to help users gain a comprehensive overview of women and nontraditional jobs.

OTHER CONSIDERATIONS

Funding Sources--Funding is a critical issue for most programs. Since the sources of funds for program operation may change frequently, this directory does not identify funding sources. Information supplied by some of the programs indicate a variety of funding sources--public sector grants from Federal, State, and local governments; private sector corporations; foundations; special fundraising efforts; individual donations; and fees. Some YWCA programs are supported, in part, by United Way funds.

Two major sources of public funds supporting a large number of the programs listed are the Job Training Partnership Act and the Carl D. Perkins Vocational Education Act.

Some programs serving primarily women began operating with short term funding as demonstration projects and, because of their effectiveness and potential, have been supported for continued operation. However, they have to frequently solicit funds to remain operational, and some may have to decrease services. Several of the programs listed have provided training services at one time but now offer primarily technical assistance.

Program Information-Sharing--The Bureau has compiled this resource for information-sharing and does not endorse any programs or organizations included here. The listings reflect programs that have come to the Bureau's attention and that consented to be included in this directory.

A number of these programs will be entered in the Work Force Quality Clearinghouse, a computerized data base of information describing successful programs and policies that have been implemented to recruit and maintain a stable and skilled work force. The Bureau will then be able to update program information and make these materials available upon request.

The Bureau would appreciate receiving any corrections of the programs listed and suggestions for other programs that have a record of recruiting, training, and placing women into apprenticeship or other nontraditional occupations. Information should be mailed to: Women's Bureau, U.S. Department of Labor, 200 Constitution Avenue, NW., Washington, DC 20210.

PROGRAMS AND SERVICES

BY STATE

Training--Selected Models

CALIFORNIA

Program Name: Women in the Skilled Trades (WIST)

Administrative Agency: Oakland Private Industry Council

Address: 510 16th Street, Suite 400
Oakland, CA 94612-1500

Contact Person: Jesusita Semides, Placement Director

Contact Telephone Number: (415) 891-9393

Program Services: WIST offers training in carpentry, sheet metal, welding, electrical, basic machining, and pipe trades. Math and English classes, geared to workplace situations, complement skills training. Other key areas are: physical education; life skills to address economic and stress demands; and hands-on experiences, which have included building, tearing down, and repairing mechanical, hydraulic, and electrical systems. Construction of the Oakland Federal Office Building has been a recent focus. Job development is enhanced by coordination with contract compliance offices and expansion of PIC's contacts with employers.

Eligibility: Applicants who reside in California and are eligible for service under JTPA; helpful to have a high school diploma or GED and a California driver's license.

COLORADO

Program Name: Northeast Women's Center (NEWC)

Administrative Agency: (Same as program name)

Address: 2247 Oneida Street
Denver, CO 80207

Contact Person: Hazel J. Whitset, Executive Director

Contact Telephone Number: (303) 355-3486

Program Services: Women train for jobs in construction, weatherization, landscaping, carpentry, electrical, and for other nontraditional positions. Job search and life skills are taught; counseling and math tutoring provided. Women are placed directly into employment or apprenticeship positions or referred to voc-ed training programs. NEWC has coordinated efforts with AFL/CIO, the new Denver airport employment office, and other businesses.

Eligibility: Single parents, displaced homemakers, dislocated workers.

CONNECTICUT

Program Name: Preliminary Awareness of Construction Trades Training (PACTT)

Administrative Agency: National Association of Women in Construction (NAWIC)

Address: 125 Silas Deane Highway
Wethersfield, CT 06109

Contact Person: Jennifer DesJardins, Project Director

Contact Telephone Number: (203) 224-0666

Program Services: Sponsored by NAWIC Connecticut chapters, PACTT offers 8 weeks of hands-on exploration of four construction trades: carpentry, electrical, masonry, plumbing. Curriculum covers: industry and apprenticeship overview, construction vocabulary, how a job progresses from beginning to end, blueprint reading, math, tool care and safety, and how to dress for job-site conditions. Job interview skills are taught along with personal budgeting, how to recognize and handle sexual and racial harassment, physical stamina building, and health issues. PACTT assists in the job search, provides a mentor for each student, and tracks students through followup. NAWIC chapters plan to expand the program to other States and to Canada.

(See also National Association of Women in Construction under "INFORMATION AND TECHNICAL ASSISTANCE," Fort Worth, Texas.)

Eligibility: Women interested in exploring a career in the construction industry. (The average student is 32 years of age and a single parent on welfare or in a low paying job.)

DELAWARE

Program Name: Womanpower

Administrative Agency: YWCA of New Castle County

Address: 233 King Street
Wilmington, DE 19801

Contact Person: Maxine Jackson, Wilmington Center Director

Contact Telephone Number: (302) 658-7161

Program Services: Training during 15 weeks prepares women for entry level nontraditional jobs in construction and other industries, entry into an educational institution, or referral for further trades training. Components include work related math and mechanical science, physical fitness, and life/job search skills. Offers counseling, child care and transportation support, and referrals for problem solving. Job development and placement match students' abilities with employers' needs.

Eligibility: Targets economically disadvantaged females 18 and older, unemployed or underemployed; women first offenders or ex-offenders on probation or parole; and women offenders incarcerated at Women's Correctional Institution and will be released to the Plummer Work/Release Center.

DISTRICT OF COLUMBIA

Program Name: Wider Opportunities for Women, Inc. (WOW)

Administrative Agency: (Same as program name)

Address: 1325 G Street, NW., LL
Washington, DC 20005

Contact Person: Cynthia Marano, Executive Director

Contact Telephone Number: (202) 638-3143

Program Services: WOW, a national organization, offers three programs related to women in nontraditional jobs: "Computers Careers Program" is a DC-based skills training program introducing low income mothers to computer skills; "Educational Equity Options Project" offers technical assistance to vocational education institutions to help overcome barriers to nontraditional programs; and "Nontraditional Employment Training Project" assists JTPA programs in recruiting and retaining women in nontraditional training. (Components of WOW's 20-week program are outlined in a sample curriculum in the appendixes on page 134.)

Eligibility: For the computer program, WOW recruits low income single mothers in the DC metro area.

ILLINOIS

Program Name: Pre-Apprenticeship Tutorial

Administrative Agency: Chicago Women in Trades (CWIT)

Address: 37 South Ashland
Chicago, IL 60603

Contact Person: Lauren Sugerman, Director

Contact Telephone Number: (312) 942-1444

Program Services: Curriculum covers math, mechanical aptitude and spatial relations, introduction to blueprint reading, and physical conditioning/strength building during the 8 weeks of training. Incorporates apprenticeship orientation, job readiness and "survival" skills, and safety procedures to help women cope with obstacles they may encounter in the work setting and to help keep the workplace safe. Provides job placement assistance, a support group of tradeswomen, and scholarships. Evening and Saturday classes accommodate women who are employed regular hours.

IOWA

Program Name: Pre-Vocational Training Program

Administrative Agency: University of Iowa

Address: C107 Seashore Hall
Iowa City, IA 52242

Contact Person: Susan Buckley, Director

Contact Telephone Number: (319) 335-0560

Program Services: Women learn construction and building maintenance trades. Training includes blueprint reading; familiarity with terminology, tools, safety, materials; physical fitness, stress management, and health aspects related to job performance. Career development/life skills cover self-esteem, assertiveness, and other skills to help cope with job situations. Students rotate through shops at the university to become familiar with operations, shadow journeyworkers, and perform in a helper capacity. Program assists with child care and transportation; helps students find apprenticeships or other jobs or enroll in technical programs; and provides individual and group counseling.

Eligibility: Females 18 years or older.

KANSAS

Program Name: Career Assistance Network

Administrative Agency: Topeka YWCA

Address: 225 West 12th Street
Topeka, KS 66612

Contact Person: Janet M. Brunton, Program Director

Contact Telephone Number: (913) 233-1750

Program Services: Skills training prepares women for nontraditional occupations associated with production, heavy manufacturing, construction, and building trades apprenticeships. Training is offered in physical fitness and endurance, occupational math and language skills, mechanical concepts such as abstract reasoning, mechanical and technical terminology, life skills, and job search skills. Counseling helps participants deal with demands of family and work. Other elements include assertiveness training, coping with and avoiding sexual harassment, and use of community resources. Job development and referral help to promote placements.

Eligibility: Displaced homemakers, female dislocated workers, and long-term unemployed. Preference is given to economically disadvantaged. JTPA criteria are used to determine eligibility.

LOUISIANA

Program Name: Electro-Mechanical Training Program for Women

Administrative Agency: Governor's Office of Women's Services

Address: P.O. Box 94095
Baton Rouge, LA 70804

Contact Person: Bobette Apple, Statewide Program Manager

Contact Telephone Number: (504) 342-2715

Program Services: Training for 13 weeks in basic electro-mechanical technology, math, and computer literacy prepares women for entry level positions in a wide range of industries. Components include classroom and laboratory instruction, field trips, physical fitness, employment preparation, job development, and job placement. An Industry Advisory Board gives placement assistance, financial incentives, and consultation in program design and curriculum.

Eligibility: Targets unemployed women, displaced homemakers, or women who have received a notice of layoff or termination due to permanent plant or business closures and who have an interest in and an aptitude for nontraditional work.

MAINE

Program Name: Women Unlimited

Administrative Agency: (Same as program name)

Address: 1250 Turner Street
Auburn, ME 04210

Contact Person: Dale McCormick, Executive Director

Telephone Number: (207) 786-5259

Program Services: A 20-week pre-apprenticeship program includes: trade and technical skills such as blueprint reading, math, measuring, mechanical terms, and use of tools; job based math and literacy; personal and career development covering assertiveness, communications, self-esteem, resume writing, job interviewing techniques, sexual harassment, self-employment, and money management; and physical conditioning to build strength and endurance. Other components include assessment, support services, and transitional services. On-the-job training is built in with an employer on a full-time basis for cooperative education/work experience leading to full-time work as an apprentice. Women Unlimited also offers a 14-week abbreviated pre-apprenticeship program covering three skill areas and exploring careers in trade and technical fields.

Eligibility: Open to all women of every income level in Maine, but particularly recruits low income women. Admission procedures ascertain the level of aptitude for and the interest in nontraditional work.

NEW JERSEY

Program Name: Training for Trades and Technology

Administrative Agency: Bergen County Technical Institute, Career and Life Counseling Center

Address: 280 Hackensack Avenue
Hackensack, NJ 07601

Contact Person: Rena Grasso, Director, Career and Life Counseling Center

Contact Telephone Number: (201) 343-6000, ext. 270

Program Services: Over a 10-week period, instruction is provided in basic technical skills covering math, blueprint reading, and tool awareness and safety; trade skills including hands-on experience in a variety of trades as well as a construction project; job preparation focusing on skills and knowledge necessary to make a nontraditional career choice and succeed in it; and physical conditioning offering weight training and aerobic conditioning. Support services assist with child care and transportation, and provide financial aid. Placement is typically in an entry level job in a skilled trade, an apprenticeship, on-the-job training program, or enrollment in a technical school.

Eligibility: Entrance requires an aptitude test and interview. A high school diploma is not required but those without a diploma or GED are encouraged to attain it.

NEW YORK

Program Name: Nontraditional Employment for Women (NEW)

Administrative Agency: (Same as program name)

Address: 243 West 20th Street
New York, NY 10011

Contact Person: Lola Snyder, Director of Education and Technical Assistance

Contact Telephone Number: (212) 627-6252

Program Services: Several initiatives help women train for and find work in construction and other blue-collar trades. "Apprenticeship Prep" prepares women academically, physically, and psychologically for construction work; courses include math and reading, spatial relations and mechanical reasoning, job readiness, interview skills, career exploration; counseling is provided. "Project ReNEW" helps women confront problems they may encounter in nontraditional work; includes support groups and job bank. "NEW Futures" encourages girls in junior high and high school to contemplate nontraditional career options. A videotape, "New Choices: Women in Nontraditional Careers," was developed for the New York City Board of Education to promote this effort. "Blue Collar Prep" prepares women to enter non-construction blue-collar jobs as service technicians, utility workers, and mechanics. NEW has developed a publication, "Creating a Harassment-Free Work Environment," for use in training; issues NEW's Letter; provides technical assistance to institutions and groups in Northeastern States; and provides legal advocacy to eliminate gender gap in blue-collar industries.

Eligibility: Disadvantaged women including displaced homemakers, dislocated workers, welfare recipients, single heads of households.

OHIO

Program Name: Orientation to Nontraditional Occupations for Women (ONOW)

Administrative Agency: Portage Lake Career Center

Address: 4401 Schreiber Road
Greensburg, OH 44232

Contact Person: Gloria Harris-Willis, Instructor

Contact Telephone Number: (216) 896-3764, ext. 33

Program Services: Over an 8-week period, women prepare for nontraditional careers in construction, manufacturing, service, and technical occupations. Training includes blueprint and rule reading, hands-on career exploration, and basic/shop math. Emphasis is placed on spatial perception, mechanical reasoning, and hand/power tool use and safety. Incorporates physical fitness, test-taking skills, assertive communication, on-the-job safety, job search skills, counseling, and job search assistance. Women are placed in jobs, apprenticeships, and other training or educational programs. ONOW operates in nine other Ohio locations listed below; there are two sites in West Virginia.

Eligibility: Women residing in Ohio; those with greatest financial need receive preference. Some crafts have minimum and maximum age requirements or require high school or GED equivalency. Franklin Pre-Release Center serves female offenders who are economically disadvantaged; participants must be JTPA eligible and must be within 6 months of release from the Pre-Release Center.

Other ONOW Programs in Ohio:

Address: Pickaway-Ross Vocational Center
895 Crouse Chapel Road
Chillicothe, OH 45601

Contact Person: Carmen Perryman, ONOW Coordinator

Contact Telephone Number: (614) 642-2550, ext. 283

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Address: Great Oaks Vocational School
3254 East Kemper Road
Cincinnati, OH 45241

Contact Person: Jane Bledsoe, ONOW Coordinator

Contact Telephone Number: (513) 771-8925

****

Address: 65 South Front Street
Columbus, OH 43266-0308

Contact Person: Sheila Thompson, ONOW Coordinator

Contact Telephone Number: (614) 466-2901

****

Address: Franklin Pre-Release Center
1800 Harmon Avenue
Columbus, OH 43223

Contact Person: Kathey Thomas, ONOW Coordinator

Contact Telephone Number: (614) 445-8600

****

Address: D. Russell Lee Career Center
3603 Hamilton/Middletown Road
Hamilton, OH 45011

Contact Person: Judy Suding, ONOW Coordinator

Contact Telephone Number: (513) 867-4545

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Address: Polaris Joint Vocational School
7285 Old Oak Boulevard
Middleburg Heights, OH 44130-3375

Contact Person: Fatima Weathers, ONOW Coordinator

Contact Telephone Number: (216) 243-2827

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Address: Tri-County Joint Vocational School
15676 State Route 691
Nelsonville, OH 45764

Contact Person: Becky Lane, ONOW Coordinator

Contact Telephone Number: (614) 753-3511

****

Address: Licking County Vocational Resource Center
222 Price Road
Newark, OH 43055

Contact Person: Maryalice Turner, ONOW Coordinator

Contact Telephone Number: (614) 366-3358

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Address: Upper Valley Joint Vocational School
8811 Career Drive
Piqua, OH 45356

Contact Person: Rita J. Hollenbacker, Adult Coordinator

Contact Telephone Number: (513) 778-1980

OREGON

Program Name: Building Futures in Industry and Trades (B-FIT)

Administrative Agency: (Same as program name)

Address: P.O. Box 19000
Portland, OR 97218

Contact Person: Gail Smith, Director

Contact Telephone Number: (503) 244-6111, ext. 7449

Program Services: Training takes place at Portland Community College. Focuses on construction, electrical, and mechanical trades; incorporates trades math, physical strength building, first aid and safety in the workplace, cooperative education or worksite training, and job search skills. Reading and math basic skills and tutoring are offered. If reading and math levels are below those needed for the training and apprenticeship programs, the college's Alternative Learning Center helps participants improve skills. Assists with job placement, provides followup, and has a support group of women working in the trades.

PENNSYLVANIA

Program Name: Tradeswomen of Philadelphia/Women in Non-Traditional Work, Inc. (TOP/WIN, Inc.)

Administrative Agency: (Same as program name)

Address: 3001 Dickinson Street
Philadelphia, PA 19146

Contact Person: Roe Picardi, Executive Director

Contact Telephone Number: (215) 551-1808

Program Services: Over 24-week period, women train for jobs in construction and related trades. Math component is geared to trades; literacy classes focus on reading and writing, helping trainees to increase their comprehension of communications and to attain GED's if without a high school diploma; "survival" skills cover assertiveness training, consciousness raising, communication skills, and proper work behavior to give potential tradeswomen the psychological tools needed to deal with obstacles they may face on the job. Job development helps with preparation of resumes and job applications, job hunting, and interviews; physical conditioning improves strength/muscle endurance and cardiovascular conditioning. Shop classes include theory and hands-on experience related to carpentry, electrical, and plumbing basics; forklift operation; engine maintenance; and housing rehabilitation; they encompass hand and power tool identification and operation; safety; and mock construction projects. Support services include an emergency fund, counseling, case management, encouragement from veteran tradeswomen, and a mentoring system. TOP/WIN also offers information and technical assistance such as: seminars and workshops, a speaker's bureau, and a bimonthly newsletter "Inroads."

Eligibility: Women served under JTPA; other women.

TENNESSEE

Program Name: Women in Trades (WIT)

Administrative Agency: YWCA of Greater Memphis

Address: 1044 Mississippi Boulevard
Memphis, TN 38126

Contact Person: Pat Thompson, Employment Director

Contact Telephone Number: (901) 942-4653

Program Services: Nontraditional career orientation and workshops, tool and safety courses, math refresher classes, physical fitness, aptitude testing, counseling, and followup comprise major components. Support services include assistance with child care, transportation, union dues, tuition, books, supplies, and tools. Participants move directly into employment or on-the-job training, or enroll in nontraditional skills training or apprenticeship programs. WIT pays one-half of salary for participants who are placed in nontraditional on-the-job training.

Eligibility: Age 18 or older; female (preferably displaced homemakers, single parents); male if minority and less than 25% of trade is minority or occupations predominantly held by women; high school education preferred; economically disadvantaged preferred; physically fit.

VERMONT

Program Name: Skilled Trades Exploration, Preparation, and Upgrading (STEP-UP for Women)

Administrative Agency: Northern New England Tradeswomen

Address: Gates-Briggs Building, Room 323
P.O. Box 185
White River Junction, VT 05001

Contact Person: Patricia Star, Coordinator

Contact Telephone Number: (802) 295-9010

Program Services: During 13 weeks, STEP-UP offers hands-on training in carpentry, welding, plumbing, electrical, stone trades, sheet metal work, printing. Components also include physical conditioning, job seeking skills, assertiveness training, and how to cope with sexual harassment. Program assists with child care, transportation, and buying tools. STEP-UP for Women also serves women in New Hampshire and operates at two additional locations in Vermont listed below.

(See also Northern New England Tradeswomen, Inc., under "INFORMATION AND TECHNICAL ASSISTANCE," St. Johnsbury, Vermont.)

Eligibility: No income level requirements for Vermont women; New Hampshire women must be AFDC recipients.

Other STEP-UP for Women Locations:

Address: Room 32, City Hall
Burlington, VT 05401

Contact Person: Martha Whitney, Coordinator

Contact Telephone Number: (802) 658-9300, ext. 197

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Address: 1 Prospect Street
St. Johnsbury, VT 05819

Contact Person: Morgan Grey, Coordinator

Contact Telephone Number: (802) 748-3308

WASHINGTON

Program Name: Apprenticeship and Nontraditional Employment for Women (ANEW)

Administrative Agency: (Same as program name)

Address: P.O. Box 2490
Renton, WA 98056

Contact Person: Thalia R. Saplad, Director

Contact Telephone Number: (206) 235-2212

Program Services: In cooperation with the Renton Vocational Technical Institute, ANEW offers 5 months of training in trades math, blueprint reading and drawing, mechanical and electrical theory and practice, basic carpentry, and construction techniques. Introduces students to welding, pipefitting, cement masonry, and other trades. Training in weightlifting and endurance is built into the curriculum, along with career planning, building good work attitudes, and assertiveness training. Provides career counseling; job search assistance; and personal counseling to help trainees with issues affecting their program participation and job readiness; child care, tuition, books, and work equipment; and a support system of women in nontraditional jobs.

Eligibility: Applicants must be at least 16 years of age, residents of Seattle or King County, and considered low income under guidelines of JTPA; high school diploma or GED is not required.

WEST VIRGINIA

Program Name: Orientation to Nontraditional Occupations for Women (ONOW)

Administrative Agency: West Virginia Department of Education

Address: Mason County Vocational Center
Ohio River Road
Mt. Pleasant, WV 25550

Contact Person: Jean Henderson, ONOW Coordinator

Contact Telephone Number: (304) 675-3039

Program Services: (See ONOW services described above under Akron, Ohio. See also the additional ONOW location in West Virginia, listed below.)

Address: Putnam County Vocational School
50 Riverdale Estates
Winfield, WV 25213

Contact Person: Cindy Winters, ONOW Coordinator

Contact Telephone Number: (304) 586-0531

Training--Additional Programs

ARIZONA

Program Name: REACH (Re-Entry and Change) Program

Administrative Agency: Mohave Community College

Address: 1971 Jagerson Avenue
Kingman, AZ 86401

Contact Person: Martha Prumers, REACH Specialist

Contact Telephone Number: (602) 757-4331

Program Services: Vocational assessment; career exploration; support services such as child care, transportation assistance, and referrals to community and college services; and job placement are provided. Tutoring and classes in review English, reading, and math are offered. Training areas are nursing, computers, hospitality programs, casino gaming/dealers, emergency medical technician, accounting, and management.

Eligibility: Custodial single parents, homemakers, or displaced homemakers who meet income eligibility, or receive public assistance, or have children eligible for reduced or free lunch programs, or are educationally disadvantaged.

Program Name: Arizona Women's Education and Employment, Inc. (AWEE)

Administrative Agency: (Same as program name)

Address: 111 North First Street
Phoenix, AZ 85004

Contact Persons: Jean Rosenberg, Executive Director
Laura Guild, Program Director

Contact Telephone Number: (602) 258-0864

Program Services: Pre-employment job readiness training, job placement, vocational education, and support services are offered along with building self-esteem, problem solving, goal setting, career exploration, interviewing techniques, resumes and cover letters, and communications skills. AWEE does 1-year followup.

Eligibility: Primarily economically disadvantaged single parents, teen parents, displaced homemakers, homemakers, recipients of AFDC, and the homeless.

ARKANSAS

Program Name: Single Parent/Homemaker Program

Administrative Agency: Vocational and Technical Education Division, Arkansas Department of Education

Address: 2020 West Third, Suite 520
Little Rock, AR 72205

Contact Person: Christine Nichols, Program Supervisor

Contact Telephone Number: (501) 324-9475

Program Services: Components include assessment; career counseling; information on current and future labor market trends and salaries; employability skills; and referrals to additional services such as literacy, adult education, vocational education programs, and on-the-job training. Support services include child care, transportation, and tuition assistance for economically disadvantaged participants enrolled in educational and/or vocational skills training at or below the associate degree level.

Eligibility: Targets economically disadvantaged females of any age who are single parents, displaced homemakers, or single and pregnant.

CALIFORNIA

Program Name: Women Empowering Women

Administrative Agency: (Same as program name)

Address: P.O. Box 6506
Albany, CA 94706

Contact Person: Mary Gaddis, President

Contact Telephone Number: (415) 525-7645

Program Services: Construction skills, including hands-on training, through workshops on tool use and safety, plumbing, electricity, and basic home repair. Also weekend workshops on deck and fence building. Women will also completely rehab a house to be used as transitional housing for homeless families.

Program Name: Century Freeway Women's Employment Program

Administrative Agency: California Dept. of Transportation

Address: 2610 Industry Way, Suite B
Lynwood, CA 90262

Contact Person: Susie Suafai

Contact Telephone Number: (213) 639-9181

Program Services: Actively promotes the placement of women in apprenticeship jobs related to highway work, such as carpenter, cement mason, operating engineer, and ironworker. The program was set up at the behest of a judge who presided over the consent decree on the Century Freeway. Although the Century Freeway Affirmative Action Committee, Central Los Angeles County, was making progress in placing minorities in jobs (60%), the placement of women, including minority women, was at 1.3%. In response, the judge raised the goal for women from 6.9% to 10% and instructed the California Department of Transportation to establish the Women's Employment Program.

Program Name: Building Trades Apprenticeship Preparation Program (B-TAPP)

Administrative Agencies: Riverside County Private Industry Council and Building and Construction Trades Council of San Bernardino and Riverside Counties

Address: 1074 E. LaCadena Drive
Riverside, CA 92501

Contact Person: William Rogers, Program Coordinator

Contact Telephone Number: (714) 686-6700

Program Services: Trade orientation, career counseling, academic tutoring, and oral interview techniques to prepare individuals to successfully compete for apprenticeship jobs in the construction industry. Industry professionals provide insight to help students make career choices; career counselors test in math, reading, mechanical reasoning, object identification, and other areas; tutors help improve math skills and strengthen other trade skills needed. Through video equipment and industry professionals, students are instructed on how to improve interview skills. About 40% of participants enrolled in December 1990 were female.

Eligibility: Applicants must be at least 18 years of age, have a high school diploma or GED, and meet JTPA eligibility requirements.

Program Name: Wildland Fire Fighter Apprenticeship Program

Administrative Agency: Forest Service, U.S. Department of Agriculture

Address: California Fire Fighter JAC
1780 Creekside Oaks Drive, Suite 500
Sacramento, CA 95833

Contact Person: Diana Miller

Contact Telephone Number: (916) 648-1717

Program Services: Operated by the National Fire Fighter Joint Apprenticeship and Training Program, apprentices learn fire fighting skills during the 18-month apprenticeship. Since the program began operation in January 1990, the first two classes reached a goal of 65% women. All apprentices are employees of national forests in California; the program is being extended to other regions of the U.S. Forest Service.

Eligibility: Applicants must be 18 years of age or older, have a high school diploma or GED, and have 3 months of fire fighting experience, which can be as temporary Forest Service personnel or as members of volunteer fire departments.

CONNECTICUT

Program Name: Hartford Area Training Center, Inc.

Administrative Agency: (Same as program name)

Address: 56 Coventry Street
Hartford, CT 06112

Contact Person: Marsha Goldstein, Vocational Counselor

Contact Telephone Number: (203) 286-9202

Program Services: Precision machining and circuit board manufacturing training; instruction in shop math, blueprint reading, and machining; counseling for individuals and groups; and job placement. The average training time for each participant is 16 weeks.

Eligibility: Entrance requirements--6.0 in English, reading, and math as measured by the TABE.

Program Name: Transitions--A Displaced Homemaker Program

Administrative Agency: YWCA of Greater New Haven

Address: 48 Howe Street
New Haven, CT 06511

Contact Person: Magalene L. Bowling, Director, Education and Employment

Contact Telephone Number: (203) 865-5171

Program Services: To help individuals move from home to the workplace, program provides assessment, counseling, support groups, career/pre-employment skills workshops, seminars, child care, transportation, life/job skills training, and job placement; refers to education/job training.

Eligibility: Displaced homemakers--no income restrictions.

Program Name: Consortium for Women's Career Development and Training

Administrative Agency: (Same as program name)

Address: 106 Truman Street
New London, CT 06320

Contact Person: Renee F. Main, Director

Contact Telephone Number: (203) 442-4630

Program Services: The Consortium operates two programs to help women become self-supporting. The "Displaced Homemaker Program" provides career counseling, personality and interest testing, and educational/vocational counseling to direct women toward employment resources. Workshops cover job readiness skills such as resume writing, interviewing techniques, and job hunting strategies. Support services are provided. "Project Enable" reaches a different target group and is offered in collaboration with Mohegan Community College, OIC of New London County, and Thames Valley State Technical College. It offers career, educational, and vocational counseling, testing, job hunting strategies, and job readiness skills. Support services assist individuals with tuition, child care, and transportation expenses.

Eligibility: Displaced homemakers; for Project Enable, AFDC recipients, single parents, homemakers, unemployed individuals, persons in need of training or retraining.

FLORIDA

Program Name: WENDI (When Entering New Directions)

Administrative Agency: Brevard Community College

Address: 1519 Clearlake Road
Cocoa, FL 32922

Contact Person: Meme Thomas, WENDI Coordinator

Contact Telephone Number: (407) 632-1111, ext. 5516

Program Services: To assist persons going through life transitions and reentering training and jobs, classes are offered in career testing, decision making, goal setting, job finding, basic computer skills. Also provided are counseling for single parents and displaced homemakers, weekly Job Club for job seekers, and limited assistance with scholarships, transportation, and child care.

Eligibility: Persons age 16 and over seeking to return to school or work.

Program Name: Face Learning Center, Inc.

Administrative Agency: (Same as program name)

Address: 12945 Seminole Boulevard
Largo, FL 34648

Contact Person: Dolores K. Benjamin, Executive Director

Contact Telephone Number: (813) 586-1110

Program Services: Multipurpose center offers pre-employment training, career counseling, educational information, and classes to help individuals manage finances, build self-esteem, cope with tension/stress, and gain skills in other areas of personal growth and career development. A 5-week "Life Skills Support Training Program" helps displaced homemakers enter nontraditional training at local vocational education schools and at Abilities of Florida.

Eligibility: Women who are single mothers, divorced, widowed, separated, or have a disabled spouse. Women under age 35 must have at least one child to qualify.

Program Name: Project Independence

Administrative Agency: Florida Department of Health and Rehabilitative Services

Address: 1317 Winewood Boulevard
Building 6, Room 495
Tallahassee, FL 32399-0700

Contact Person: Tracy Sumner, Program Administrator

Contact Telephone Number: (904) 487-2380

Program Services: A "welfare-to-work" program which offers education and training as well as job placement in skilled trades and other nontraditional jobs. Services include orientation, screening, assesssment, vocational training, job search, and work experience. Support services include child care and transportation assistance. The project is a partnership with the State Department of Labor and Employment Security, State Department of Education, State Job Training Coordinating Council, and Florida businesses.

Eligibility: Recipients of AFDC or food stamps.

ILLINOIS

Program Name: Eighteenth Street Development Corporation (ESDC)

Administrative Agency: (Same as program name)

Address: 1839 S. Carpenter
Chicago, IL 60608

Contact Person: Arturo Vasquez, Executive Director

Contact Telephone Number: (312) 733-2287

Program Services: Skills such as carpentry and bricklaying in new construction as well as rehabilitation of houses. A new house started as a project for ESDC's training program has been completed and offered for sale. A 6-month pre-apprenticeship training program for young women and men provides hands-on experience and classroom instruction.

Eligibility: For pre-apprenticeship training, 16-21 year-old Chicago residents who have high school diploma or GED, meet income guidelines, and pass entrance exam.

Program Name: Project Impact

Administrative Agency: Southwest Women Working Together

Address: 3201 West 63rd Street
Chicago, IL 60629

Contact Person: Holly Conway, Building Opportunity Specialist

Contact Telephone Number: (312) 436-0550

Program Services: A pre-employment program to assist individuals to enter or reenter the job market. Monthly workshops help build skills in problem solving, decision making, goal setting, time management, job search, resume writing, and interviewing. Also offers counseling, interest and skill assessment, assertiveness training, and job placement assistance. Financial assistance is available for GED, vocational, and other training and includes tuition, fees, books, transportation, and child care.

Eligibility: Displaced homemakers and single parents.

Program Name: Keys to Success

Administrative Agency: Women Employed Institute (WEI)

Address: 22 W. Monroe, Suite 1400
Chicago, IL 60603

Contact Person: Melissa Josephs, Policy Associate

Contact Telephone Number: (312) 782-3902

Program Services: A 3-week pre-employment training and placement program that focuses on self-assessment, career decision making, job hunting and job retention. Includes a support group, individual counseling, and placement assistance for employment or referral to skills training that encourages participants to consider nontraditional jobs. WEI has provided technical assistance on nontraditional jobs for women to the State of Illinois, to State funded job training providers, and to elementary and high school librarians. It also conducts research, education, and advocacy programs to improve women's economic status.

Eligibility: Low income displaced homemakers.

Program Name: Women Can/Women Can II

Administrative Agency: Midwest Women's Center

Address: 828 South Wabash, Suite 200
Chicago, IL 60605

Contact Person: Marilyn Green, Coordinator

Contact Telephone Number: (312) 922-8530

Program Services: Training during a 9-month period features both classroom instruction and hands-on experience. Women are offered skills which prepare them to enter apprenticeships in carpentry and building maintenance. Trainees help build and rehabilitate low income housing in cooperation with Habitat for Humanity.

Eligibility: Women who are eligible to be served under guidelines of JTPA.

INDIANA

Program Name: New Directions Single Parent/Homemaker Program

Administrative Agency: Evansville-Vanderburgh School Corporation

Address: North Annex
1900 Stringtown Road
Evansville, IN 47711

Contact Person: C. Joanne Reid, Coordinator

Contact Telephone Number: (812) 424-0904

Program Services: Comprehensive life management skills training and vocational education offered to single parents and homemakers. Participants acquire marketable job skills to help them achieve a greater sense of self-sufficiency.

Eligibility: All single parents qualify; there are no financial guidelines for eligibility. Also, homemakers who have, without remuneration, cared for the home and family and who are unemployed or underemployed are served.

Program Name: Fort Wayne Women's Bureau

Administrative Agency: (Same as program name)

Address: 303 E. Washington Boulevard
Fort Wayne, IN 46802

Contact Person: Harriet Miller, Executive Director

Contact Telephone Number: (219) 424-7977

Program Services: Among the employment and training programs offered, some have a focus on nontraditional careers and peer counseling. Services include workshops and events for the community, such as rape awareness and drug and alcohol education prevention programs. Networks which meet regularly include Minority Women's Network, Women Business Owners Association, Career Planners, Women Decision Makers, Minority Women's Teen Network.

Eligibility: Basic services are open to all women; specific projects may have eligibility criteria.

Program Name: Circle Seven Training Council, Inc.

Administrative Agency: (Same as program name)

Address: 435 E. Main Street, Suite C-2
Greenwood, IN 46143

Contact Person: Lance D. Ratliff, Executive Director

Contact Telephone Number: (317) 882-7492

Program Services: Vocational training options, job search skills, and a computerized service that matches job openings with applicants. Women are helped individually to develop employability plans which may include nontraditional training. Services are provided through seven county offices listed below.

Eligibility: To receive funded training, persons must be eligible for JTPA or IMPACT (JOBS or food stamps).

Circle Seven Training Council Locations:

Hendricks County Employment and Training
6781 East U.S. 36, Suite 300
Danville, IN 46122
(317) 272-2174

Johnson County Employment and Training
600 Banta Street
Franklin, IN 46131
(317) 736-5531

Hancock County Employment and Training
143 Green Meadows Drive, Suite 2
Greenfield, IN 46140
(317) 462-7711

Boone County Employment and Training
528 N. Lebanon Street
Lebanon, IN 46052
(317) 482-0160

Morgan County Employment and Training
30 Industrial Lane
P.O. Box 1553
Martinsville, IN 46151
(317) 342-3324 or 422-8215

Hamilton County Employment and Training
935 Maple Street
P.O. Box 670
Noblesville, IN 46060
(317) 773-4689

Shelby County Employment and Training
425 E. Washington Street
Shelbyville, IN 46176
(317) 391-3279 or 835-4213

Program Name: Career Resources

Administrative Agency: North Central Indiana Private Industry Council, Inc. (NCIPIC)

Address: 36 West 5th Street, Suite 102-B
Peru, IN 46970

Contact Person: Vicki J. Byrd, Area Manager

Contact Telephone Number: (317) 473-5571

Program Services: Job training services for targeted groups offered through employment and training offices in six counties. NCIPIC operates both JTPA and single parent/homemaker programs which provide nontraditional opportunities for women; it provides for pre-employment and career exploration, self-esteem building, job readiness preparation, counseling, job placement and retention, and basic skills.

Eligibility: Individuals who receive food stamps or AFDC, have very limited income, are handicapped, age 55 or older, laid off, or are single parents, homemakers, or displaced homemakers.

Other locations of Career Resources:

709 S. Reed Road
Kokomo, IN 46903-1371
(317) 459-0571; 1-800-875-0571

Logan Square, Suite 508
Logansport, IN 46947
(219) 722-6652

IOWA

Program Name: Promise Jobs Program

Administrative Agency: Iowa Department of Human Services

Address: Hoover State Office Building
Des Moines, IA 50319-0114

Contact Person: Marvin A. Weidner, Administrator,
Division of Economic Assistance

Contact Telephone Number: (515) 281-8629

Program Services: Through a partnership among three State agencies--Human Services, Employment Services, and Economic Development--basic skills and job opportunities for AFDC applicants and recipients are provided. Education/training services include assessment; career counseling; classroom and on-the-job training; job search assistance; work experience; and assistance with child care, medical services, and transportation, and with classroom training needs such as tuition, books, tools, supplies, and fees.

Eligibility: Mandatory for some AFDC recipients; other specified persons may volunteer to participate.

Program Name: New Beginnings

Administrative Agency: Western Iowa Tech Community College

Address: 4647 Stone Avenue
P.O. Box 265
Sioux City, IA 51102-0265

Contact Person: Deb Peterson, Program Coordinator

Contact Telephone Number: (712) 274-6313

Program Services: Individual and group career planning, support groups, and limited financial assistance to help individuals, including ethnic, minority, and handicapped populations, become economically self-sufficient.

Eligibility: Single parents, displaced homemakers, and homemakers.

Program Name: PACE (Programming for Alternative Careers-Employment)

Administrative Agency: Western Iowa Tech Community College

Address: 4647 Stone Avenue
P.O. Box 265
Sioux City, IA 51102-0265

Contact Person: Cindy Zortman, Program Coordinator

Contact Telephone Number: (712) 274-6313

Program Services: Career awareness and exploration in nontraditional occupations to help participants reduce barriers to career decision making. Training covers assessment and investigation of vocational interests, skills, and abilities; values; lifestyle choices; and, when possible, hands-on exploration of occupations.

Eligibility: Targeted toward, but not limited to, persons 14-25 years of age who are interested in pursuing a nontraditional career.

KANSAS

Program Name: Butler County Community College

Administrative Agency: (Same as program name)

Address: Andover Resource Center
110 E. 21st
Andover, KS 67002

Contact Person: Myrna Thatcher, CRC Coordinator

Contact Telephone Number: (316) 775-5098

Program Services: Economically and academically disadvantaged women are offered training for entry level nontraditional jobs, reentry into educational institutions, or referral for further training. Preparation includes diagnostic testing, intake interviews, and individualized planning and counseling regarding education, training, and financial aid opportunities. Instruction covers career exploration and development, GED preparation and testing, pre-employment skills training, and life/job search skills.

Eligibility: Varies according to special grants or project guidelines. Generally age ranges are 14 and older. Primary target populations are the economically and academically disadvataged, unemployed or underemployed, women first offenders or ex-offenders on probation or parole referred by court services or community corrections, and referrals by social service and other agencies.

Other Community Resource Center locations:

Address: Augusta Resource Center
420 Walnut
Augusta, KS 67010

Contact Person: Beverly Davis, CRC Coordinator

Contact Telephone Number: (316) 733-0071

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Address: El Dorado Resource Center
613 N. Main
El Dorado, KS 67042

Contact Person: Sue Choens, CRC Coordinator

Contact Telephone Number: (316) 321-4030

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Address: Eureka Resource Center
302 N. Main
Eureka, KS 67045

Contact Person: Jetta Lee, CRC Coordinator

Contact Telephone Number: (316) 583-5328

Program Name: Single Parent/Displaced Homemaker Program

Administrative Agency: Coffeyville Community College, Adult Basic Education Center

Address: 415 West Eighth Street
Coffeyville, KS 67337

Contact Person: Allene Knedlik, Director, Adult Education Center

Contact Telephone Number: (316) 251-7700, ext. 2099

Program Services: Through assessment, counseling, training, and job search assistance, women learn about nontraditional job opportunities and acquire skills to enter the job market. Program provides training for effective communication; interview skills such as preparing a resume, job application, and cover letter; and gaining an understanding of the responsibilities of employment. Preparation may include enrollment in vocational training at Coffeyville Community College.

Eligibility: Targets economically disadvantaged females 16 years of age or older, unemployed or underemployed.

Program Name: Project Re-Entry

Administrative Agency: Colby Community College

Address: 1255 S. Range
Colby, KS 67701

Contact Person: Shirley A. Wing, Director

Contact Telephone Number: (913) 462-3984, ext. 296

Program Services: Individuals are tested, counseled, and assisted with course planning and enrollment for certificate, 2-year degree, vocational, or 4-year transfer programs. Workshops and seminars are offered on assertiveness, job searching and interviewing, single parenting, stress management, life planning, career exploration, and financial aid application process.

Eligibility: Any adults 21 years of age or older who are seeking job, career, or educational alternatives.

Program Name: Single Parent/Homemaker Program

Administrative Agency: Allen County Community College

Address: 1801 N. Cottonwood
Iola, KS 66749

Contact Person: Donna Culver, Counselor

Contact Telephone Number: (316) 365-5116

Program Services: Testing, job skills training, and help with basic reading, English, and math enable women to find jobs in nontraditional and other fields. Also, counseling, emotional support, and financial aid for tuition, child care, and transportation are provided.

Eligibility: Participants must be single parents or homemakers; 90% of participants must be low income.

Program Name: Pratt Community College/Area Vocational School

Administrative Agency: (Same as program name)

Address: Highway 61
Pratt, KS 67124

Contact Persons: Gail Schenck, Director, Career Planning and Placement; Duane Dunn, Director, Vocational Studies

Contact Telephone Number: (316) 672-5641, ext. 225

Program Services: "Through Career Planning and Placement Program," women learn about benefits of nontraditional jobs. Self-assessment and interest inventories direct students into areas of increasing employment opportunities. The Vocational School offers 1- and 2-year degree programs to students with a GED or high school diploma. Nontraditional areas for women include agriculture, aircraft maintenance, automotive/diesel mechanics, building trades, medical and manufacturing technology, among others. Financial aid and scholarships are available for most economically disadvantaged students. Program is located in rural south-central Kansas.

Eligibility: Targets women living in a rural environment. Women of all ages, including high school students who are enrolled in the 2+2, are eligible for admission.

KENTUCKY

Program Name: Creative Employment Project

Administrative Agency: Center for Women and Families

Address: 226 West Breckinridge Street
Louisville, KY 40203

Contact Person: Delores Smith-Gunnoe, Director

Contact Telephone Number: (502) 581-7237

Program Services: Employment and career counseling, vocational and on-the-job training prepare women to enter or reenter the job market. Preparation occurs through job readiness skills and career exploration workshops; job development and placement assistance are provided also. Motivational peer/support group meetings are held monthly.

Eligibility: Economically disadvantaged females 18 years of age or older, single parents, displaced homemakers, persons without a GED, recovering substance abusers, ex-offenders, AFDC recipients, and the handicapped.

LOUISIANA

Program Name: Jefferson Parish Vocational-Technical School

Administrative Agency: (Same as program name)

Address: 5200 Blair Drive
Metairie, LA 70001

Contact Person: Mary Boatner, Assistant Director

Contact Telephone Number: (318) 736-7077

Program Services: Occupational training in areas including auto body repair, carpentry, welding, automotive technician, electrical, computer electronics, and air conditioning and refrigeration.

Eligibility: Residents of Louisiana 16 years of age or older who receive acceptable test scores.

MAINE

Program Name: ASPIRE--JOBS and JET Programs

Administrative Agency: Maine Department of Human Services, Bureau of Income Maintenance

Address: State House Station #11
Augusta, ME 04333-0011

Program Services: ASPIRE operates two federally mandated employment and training programs--JOBS for AFDC recipients and JET for food stamp recipients. Both programs provide case management, assessment, employment plan development, employment counseling, education, training, job search assistance, child care, and transportation to enable participants to reduce or eliminate their dependency on welfare and improve their quality of life. Nontraditional employment is encouraged and supported when appropriate to meet a participant's needs.

Eligibility: Persons who receive AFDC or food stamps.

Program Name: Portsmouth Naval Shipyard

Administrative Agency: (Same as program name)

Address: Portsmouth Naval Shipyard
Kittery, ME 03904

Program Services: The 4-year apprenticeship program trains women and men to overhaul nuclear submarines. Training encompasses academics, trade courses, and on-the-job experience. Occupations include: pipefitter, electronic technician, electrician, welder, paint shop worker, and fabric worker. Out of a class size of 200, 20-25 are women.

Eligibility: Program is limited to Federal workers; applicants should have a strong aptitude for math.

MASSACHUSETTS

Program Name: Apprenticeship Preparedness Program (APP)

Administrative Agency: Building and Construction Trades Council of the Metropolitan District

Address: 645 Morrissey Boulevard
Boston, MA 02122

Contact Person: Wesley J. Lee, Program Director

Contact Telephone Number: (617) 282-2242

Program Services: A Building Opportunities Project, APP prepares individuals for construction careers and to enter State registered apprenticeship programs. Training covers jobs of carpenter, electrician, iron worker, pile driver, pipefitter, plumber, and truck driver, among others. The Building Opportunities Project opens opportunities for people outside the economic mainstream--women, minorities, residents of neighborhoods impacted by construction, economically disadvantaged, and disabled persons; it offers training in offsite jobs in engineering and design and onsite jobs in building trades--the focus of APP.

Eligibility: Applicants must be at least 18 years of age and physically able to do work of the trades, have no prior building trades affiliations, have a high school diploma or GED certificate, and low to moderate H.U.D. income level.

Program Name: Lesley College

Administrative Agency: (Same as program name)

Address: 29 Everett Street
Cambridge, MA 02138-2790

Contact Person: Patricia M. Bryne, Executive Assistant to the President

Contact Telephone Number: (617) 868-9600

Program Services: In the undergraduate school (all women) and graduate school (women and men), programs provide environment to support women learners. "Project Bridge," in cooperation with Polaroid Corporation, encourages and prepares mid-career scientists and engineers for new positions as elementary and middle school teachers; "Project Spark," in cooperation with Cambridge Public Schools, stimulates the interest of middle school girls in science; and "Literacy Initiatives" is a program which aims to expand the application of "whole language" approaches for students of diverse racial and cultural backgrounds with special needs and those in gifted and talented programs.

Program Name: Women in the Building Trades (WIBT)

Administrative Agency: (Same as program name)

Address: 557 Amory Street
Jamaica Plain, MA 02130

Contact Person: Priscilla Ann Golding, Executive Director

Contact Telephone Number: (617) 524-3010

Program Services: Activities encourage and assist women to enter and stay in jobs in skilled construction trades, such as carpenter, ironworker, and sheet metal worker. Workshops offer information about apprenticeship and present opportunities for prospective trainees to talk with experienced tradeswomen; pre-apprenticeship training helps women learn about building trades and tools, trade related math, and the application and interview process. Trade information and resources are available through networking, a support group, a newsletter, and a video cassette on "Women and the Building Trades."

Eligibility: Women interested in construction careers.

Program Name: Women in Machining (WIM)

Administrative Agency: Machine Action Project (MAP)

Address: 1176 Main Street
Springfield, MA 01103

Contact Person: Kathleen McGraw

Contact Telephone Number: (413) 781-6900

Program Services: WIM training, which is self-paced and lasts 20-40 weeks, takes place at the Massachusetts Career Development Institute. Classes include blueprint reading basic shop math, engine lathe technology, and fundamentals of quality control. Tool and die components are available to students interested in more advanced training. English as a Second Language (ESL), remedial math, and reading are offered. A child care facility located nearby has spaces for trainees' children. Meetings with support groups provide an opportunity for participants to discuss issues arising in training, during job searches, or in their home life.

Eligibility: Low to moderate income women who reside in Hampden County.

MINNESOTA

Program Name: Discover

Administrative Agency: Minnesota Technical College System,
State Board of Technical Colleges

Address: Capitol Square Building
550 Cedar Street
St Paul, MN 55101

Contact Person: Shirlee A. Walker, Equity Manager

Contact Telephone Number: (612) 296-0669

Program Services: Through a 12-credit set of courses, students build career enhancement to expand options and help set career goals. Basic skills development helps them gain math, communication, and technical skills, including hands-on practice; and personal development helps them gain confidence and develop a positive attitude, independence, and control in their personal and financial lives. The Discover program operates in technical colleges in Minnesota through coordinators.

Eligibility: Women who will consider entering a nontraditional vocational program.

MISSOURI

Program Name: Women's Employment Network (WEN)

Administrative Agency: (Same as program name)

Address: 1006 Grand, Suite 200
Kansas City, MO 64106

Contact Person: Susan Pearlmutter, Executive Director

Contact Telephone Number: (816) 842-7001

Program Services: WEN provides adult basic education, job readiness, job placement, support services, referrals, and tuition assistance for training in nontraditional and other occupations. Assures that client needs for transportation, child care, clothing, and other support are met. WEN participants are followed for 1-2 years in the program.

Eligibility: Low income women living in the Kansas City metropolitan area.

Program Name: New Perspectives

Administrative Agency: Kirksville Area Vocational Technical Center

Address: 1103 South Cottage Grove
Kirksville, MO 63501

Contact Person: Cheryl Lock, Regional Coordinator

Contact Telephone Number: (816) 665-2865

Program Services: Through career counseling, decision making seminars, and vocational assessment, program helps individuals interested in nontraditional careers to choose best career. Assists prospective students in finding and financing job skills training, schedules support activities to ease the transition from home to school, and provides job seeking information to help individuals find and keep employment in their chosen field.

Eligibility: Individuals who fall under the definition of single parents, homemakers, or nontraditional students; who are seeking a marketable skill; and who want to enter a vocational education/training program.

Program Name: Project AHEAD

Administrative Agency: Western Missouri Private Industry Council (WMPIC)

Address: 515 South Kentucky
P.O. Box 701
Sedalia, MO 63502-0701

Program Services: Curriculum places strong emphasis on preparation for nontraditional careers and incorporates strength building and motivational counseling to help women overcome pre-conditioned barriers to nontraditional employment. Other activities relate to career assessment and on-the-job training. Tuition and support services are provided to enable women to receive skill training at educational institutions.

Eligibility: Individuals, including single parents and displaced homemakers, must be eligible under guidelines of JTPA.

NEBRASKA

Program Name: New Beginnings

Administrative Agency: Northeast Community College

Address: 801 East Benjamin
P.O. Box 469
Norfolk, NE 68702

Contact Person: Susan D. Tucker, Coordinator

Contact Telephone Number: (402) 644-0471

Program Services: Involvement in the program may include any combination of: classes and workshops designed especially for single parents and displaced homemakers; individual vocational counseling related to career planning, career exploration, and referral to training programs; and personal support such as individual consultation, advocacy, and referral to existing agencies. Participants may be involved in self-esteem and confidence building, career exploration, and job seeking skills.

Eligibility: Individuals who are displaced homemakers, who have experienced a layoff, or who have farm related financial needs. Unemployed or underemployed single parents with full or part-time custody of their children are also eligible. Applicants must reside in the college's 20-county area.

Program Name: Women in Transition

Administrative Agency: Mid-Plains Community College, Voc-Tech Campus

Address: Route 4, Box 1
North Platte, NE 69101

Contact Person: Judy L. Harms, Director

Contact Telephone Number: (308) 532-8740

Program Services: Activities assist women in goal setting and removing barriers to a positive change. Training covers such options as auto mechanics, building construction and maintenance, diesel mechanics, drafting, electrical, electronics, and welding. Accompanying services are career assessment; basic skills review; workshops on building self-esteem, coping with divorce, and seeking a job; support such as assistance with child care and transportation; and referral to community resources.

Eligibility: Single parents, single pregnant women, displaced homemakers.

Program Name: Changing Traditions

Administrative Agency: Omaha YWCA

Address: 222 South 29th Street
Omaha, NE 68131

Contact Person: Emily C. Kozlik, Executive Director, Omaha, Nebraska, YWCA

Program Services: Participants receive 8 weeks of preparation for nontraditional careers relating to construction, automobile mechanics, plumbing, and other trades. Classes also include researching women and work history, sex role stereotyping, job readiness, interviewing skills, and how to access nontraditional careers. Program is designed to assist women and people of color who receive AFDC to become independent of the welfare system and to become gainfully employed in nontraditional careers.

Eligibility: Applicants must have been in the welfare system for at least 3 years and have dependents under the age of 16 years.

NEW JERSEY

Program Name: Training, Recruiting, Educating and Employing, Inc. (TREE)

Administrative Agency: (Same as program name)

Address: Kiddie Keep Well Camp
2 Roosevelt Drive
Edison, NJ 08837

Contact Persons: Georgeann Gillespie, TREE Recruiter
Pete Martiak, Director of TREE

Contact Telephone Numbers: (908) 548-4530; 548-6966

Program Services: The 8 weeks of pre-apprenticeship training encompasses orientation, hands-on experience, and placement assistance in the electrical, plumbing, taping, and painting trades. Electrical covers basic house wiring and troubleshooting methods; plumbing includes venting and draining, installation of pipes and venting systems; taping includes preparation of walls and ceilings and proper use of other tools and taping compounds; painting covers outside and inside work and includes preparation of buildings, walls, and ceilings.

Eligibility: Applicants must be eligible under JTPA and must reside in Middlesex, Somerset, or Hunterdon Counties.

Program Name: Women Working Technical (WWT)

Administrative Agency: Bergen County Technical Institute

Address: 280 Hackensack Avenue
Hackensack, NJ 07601

Contact Persons: Rena Grasso, Director, Career and Life Counseling Center; Laura Frazer, Program Coordinator

Contact Telephone Number: (201) 343-6000, ext. 270

Program Services: A Career and Life Counseling Center program, WWT trains and places women in entry level positions in electronics. Provides lab and classroom courses ranging from AC/DC fundamentals to semi-conductors to basic digital logic. Trainees gain hands-on experience with various equipment and are assisted with math skills, job search strategies, and communication and networking skills. Support services such as financial aid, transportation, rental and child care assistance, and job placement are offered.

Eligibility: Applicants must be New Jersey residents 18 years of age or older. A high school diploma or GED is preferred but not required, with the stipulation that the GED is completed in conjunction with the WWT program.

Program Name: Pre-Apprenticeship Entrepreneurial Training for Women (PREP)

Administrative Agency: Project Self-Sufficiency

Address: P.O. Box 322
Sparta, NJ 07871

Contact Person: Deborah Berry Toon, Director

Contact Telephone Number: (201) 383-5129

Program Services: An intensive 12-week program that prepares women for entry level jobs in the trades. PREP consists of trade math, physical conditioning and endurance, life skills training, and trade shop experience in carpentry, welding, heating/air conditioning/ventilation, support services, and job placement.

Eligibility: Open to any woman who resides in Sussex County, New Jersey, and has a high school diploma or GED.

NEW MEXICO

Program Name: New Mexico State Department of Education, Vocational-Technical and Adult Education Unit

Administrative Agency: (Same as program name)

Address: Education Building
300 Don Gaspar
Santa Fe, NM 87501

Contact Person: Sharon K. Fox, State Supervisor, Equal Vocational Opportunity

Contact Telephone Number: (505) 827-6511

Program Services: Structured to address the traditional barriers that have inhibited school success of the targeted groups, facilitate enrollment in marketable skills training, and provide job placement and followup. Participants receive assistance with payment of child care, books, tuition, fees, and transportation.

Eligibility: Single parents and displaced homemakers.

Program Name: Project Opportunity

Administrative Agency: Santa Fe Community College

Address: P.O. Box 4187
Santa Fe, NM 87502-4187

Contact Person: Anthony E. Garcia, Dean of Students

Contact Telephone Number: (505) 471-8200

Program Services: Focus of program is vocational education and training in nontraditional career areas. Enrollment by single parents and displaced homemakers is supported through outreach and recruitment, academic support, child care services, tuition payments, and ongoing college support and retention. Also advances gender equity programming in vocational education by encouraging nontraditional career directions for high school and community college participants.

Eligibility: Targets residents of local public schools and community college district enrolled in or seeking enrollment in vocational educational programs.

NEW YORK

Program Name: Access for Women

Administrative Agency: New York City Technical College

Address: 300 Jay Street, M 407
Brooklyn, NY 11201

Contact Person: Anisia B. Quionones, Program Director

Contact Telephone Number: (718) 260-5730

Program Services: Program supports women who are interested in nontraditional careers in trades and engineering technologies. Includes: pre-vocational training consisting of basic math, mechanical skills, career counseling, and job readiness; pre-college math review; outreach to community based programs and schools, including junior and senior high schools, to emphasize sex equity and career counseling, math, and technical skills; building maintenance training program; job placement; and GED instruction for teen mothers. Support services include day care, driver's education, comprehensive counseling, case management, and referral to training and education programs.

Eligibility: Economically disadvantaged female single heads of households age 17 and over, unemployed, underemployed, or career changers.

Program Name: Everywoman Opportunity Center, Inc.

Administrative Agency: (Same as program name)

Address: 237 Main Street, Suite 330
Buffalo, NY 14203

Contact Person: Myrna F. Young, Executive Director

Contact Telephone Number: (716) 847-1120

Program Services: Designed to help women move toward personal and economic self-sufficiency, program provides both individual and group assessment, career counseling, career readiness training, career-life planning, and creative job search techniques to help women enter, reenter, upgrade or change careers in the paid work force. Math brushup and math anxiety classes enhance opportunities for entry into nontraditional areas. The center has strong linkages with area vocational training facilities and provides followup placement upon completion of the training process.

Eligibility: Homemakers, displaced homemakers, single parents, incarcerated women, women at risk of family violence, young women/girls, non-English speaking women, and women already in the paid work force.

Program Name: Private Industry Council of New York City

Administrative Agency: (Same as program name)

Address: 17 Battery Place
New York, NY 10004

Contact Person: Judy L. White, Senior Executive Associate

Contact Telephone Number: (212) 742-1000, ext. 265

Program Services: Two programs prepare women for employment in nontraditional trades. "Expanding Options for Teen Mothers" offers onsite day care, counseling, basic skills remediation, and job development. "Telecommunications Technicians Training" provides skills to JTPA participants in the installation of cable, communication systems, and security systems. Both programs offer wide ranging on-the-job training and direct placement assistance.

Eligibility: Individuals eligible for service under JTPA guidelines.

Program Name: Small Contractor's Assistance Program (SCAP)

Administrative Agency: Borough of Manhattan Community College/City University of New York, Office of Continuing Education

Address: 199 Chambers Street
New York, NY 10007

Contact Person: Francine Dente, Coordinator/Counselor

Contact Telephone Number: (212) 618-1532

Program Services: Training is geared toward construction trades to help firms acquire skills to compete successfully for city contracts. Helps firms submit technically correct bids, estimate cost of profit potential, and secure financing and credit for large projects. Also helps develop management plans, enabling firms to avoid bankruptcy, increase volume, and sustain, strengthen, and expand their organizations. Training includes estimating, blueprint reading, specification writing, bonding, insurance, bookeeping, accounting, profit/loss analysis, financing and financial planning, and computer usage for construction contracts. Women have accounted for about 14% of the program's trainees.

Eligibility: Small minority and/or female-owned general contracting firms; two persons from a firm may attend. Applicants must reside or work in one of the five boroughs of New York City.

NORTH CAROLINA

Program Name: North Carolina Pre-Apprenticeship Program

Administrative Agency: North Carolina Department of Labor

Address: 19 West Hargett Street, Suite 209
Raleigh, NC 27601

Contact Person: Vonna Viglione, Assistant Director, Pre-Apprenticeship Division

Contact Telephone Number: (919) 334-4822, ext. 2276

Program Services: A short term, intensive training program which serves both women and men; it is the only program through which women in the State can receive customized training in high tech/high skilled areas. Varying in length from 12 to 22 weeks, training is for jobs that have been forecast by employers who are members of the advisory council.

Eligibility: Focuses on individuals who are economically disadvantaged.

OKLAHOMA

Program Name: Nontraditional/Careers Unlimited Program

Administrative Agency: Francis Tuttle Vo-Tech Center

Address: 12777 N. Rockwell
Oklahoma City, OK 73142-2710

Contact Person: Barbara J. Miller, Nontraditional Advisor

Contact Telephone Number: (405) 722-7799, ext. 300

Program Services: Skills training prepares women for jobs in auto body work, carpentry, machining, electronics, welding, and other traditionally male jobs. Program helps participants improve self-image, learn to cope with stresses of work and home, and develop a strong support system. Provides job readiness training and assistance with child care and transportation.

Eligibility: Individuals 14-25 years of age.

Program Name: Single Parent/Homemaker Program

Administrative Agency: Oklahoma Department of Vocational and Technical Education

Address: 1500 West Seventh Avenue
Stillwater, OK 74074-4364

Contact Person: Carolyn L. LeGrand, Coordinator of Equity and Displaced Homemaker Programs

Contact Telephone Number: (405) 377-2000

Program Services: Assistance is provided through assessment of needs and skills, job readiness classes, job training, and information on entry or reentry into employment. Personal and emotional independence is promoted through counseling and referral to community and State agencies.

Eligibility: Single parents and displaced homemakers.

TEXAS

Program Name: Women's Employment and Education Service

Administrative Agency: (Same as program name)

Address: 420 North 21st Street
McAllen, TX 78501

Contact Person: Miguel Ramirez, Program Director

Contact Telephone Number: (512) 631-9188

Program Services: A private non-profit corporation which provides employment readiness training and life coping skills training to women, offering them the opportunity for economic self-sufficiency through productive employment.

Eligibility: Serves residents in Hidalgo County, the southernmost part of Texas, bordering Mexico. Targets the disadvantaged, minorities, Hispanic female single parents, and welfare recipients.

Program Name: South Central Texas Regional Training Center

Administrative Agency: Texas Engineering Extension Service, Texas A&M University System

Address: P.O. Box 40
San Antonio, TX 78291-0040

Contact Person: Patricia Turner, Regional Manager, Training Center

Contact Telephone Number: (512) 227-8269

Program Services: Through a broad range of vocational and technical programs, training is offered to Texas residents. An example is the training conducted by the San Antonio Training Division in basic skills, safety, technical knowledge, and related skills. Beginning with orientation and progressing through a competency based curriculum, students train in job seeking/job keeping skills, and in on-the-job situations in laboratories and shops with tools, equipment, and materials comparable to those in industry. Counseling and placement assistance are available.

Eligibility: Applicants must meet physical requirements, JTPA eligibility, Carl Perkins scholarships, financial aid requirements, or have funds to pay tuition.

VIRGINIA

Program Name: Step-Up, Inc. (Skill Training Employment Placement-Upward Progress, Inc.)

Administrative Agency: (Same as program name)

Address: 983 Ingleside Road
Norfolk, VA 23502

Contact Person: Sandra Brandt, Executive Director

Contact Telephone Number: (804) 461-8525

Program Services: Program prepares women for entry and mid-level positions in various industries; makes referrals for basic education, GED instruction, skill training; and provides job development and placement as well as support service such as housing and transportation.

Eligibility: Targets economically disadvantaged women age 16 and older, unemployed or underemployed, and high school dropouts and graduates. Also serves women offenders and ex-offenders, those in city jails or State correctional facility, on probation or parole, in residential drug and alcohol centers, and any other offender referral source. Serves women referred from social service agencies and those entering or returning to the workplace.

WASHINGTON

Program Name: Women in Transition: Strategies and Options for Change

Administrative Agency: Lower Columbia College

Address: P.O. Box 3010
Longview, WA 98632-0310

Contact Person: Julia Armstrong, Coordinator, Nontraditional Jobs/Cooperative Education

Contact Telephone Number: (206) 577-3429

Program Services: Classes explore career and educational options and opportunities for women in nontraditional jobs; cover self-assessment and values, career search skills, risk taking, decision making, assertiveness techniques, and improving self-esteem.

WISCONSIN

Program Name: Women in Transition

Administrative Agency: Moraine Technical College

Address: 235 North National Avenue
P.O. Box 1940
Fond du Lac, WI 54935-1940

Contact Person: Joan Visintainer, Reentry/Special Services Manager

Contact Telephone Number: (414) 922-8611

Program Services: A 3-week reentry program that consists of an intensive workshop, for one-on-one as well as group work, to promote self-development and confidence, career exploration, and job seeking skills.

Eligibility: Targets single parents; divorced, separated, or widowed women; and single/pregnant women.

Program Name: Sex Equity Imprinting Project

Administrative Agency: Blackhawk Technical College

Address: 6004 Prairie Road
Janesville, WI 53547

Contact Person: Beth Ann Pierce, Sex Equity Coordinator

Contact Telephone Number: (608) 757-7752

Program Services: Program provides nontraditional career exploration, pre-technical skills training, and support services. Offers nontraditional option workshops to women interested in exploring male dominated programs; they include math, career planning, and hands-on exploration of eight nontraditional programs. Also offers pre-tech and pre-electronics workshop which includes pre-tech math, introduction to tool usage, safety measurements, blueprint reading, and introduction to basic electronics. Holds career awareness workshops for high school students. Support services include support groups, individual counseling, financial assistance, referral information, and an informational newsletter, "Choices."

Eligibility: Workshops open to any adults.

Program Name: Women's Economic Development Project

Administrative Agency: Blackhawk Technical College

Address: 6004 Prairie Road
Janesville, WI 53547

Contact Person: Barbara Bendlin, Women's Economic Development Specialist

Contact Telephone Number: (608) 757-7752

Program Services: Program provides: job skills training for working in a nontraditional field; instructions on how to prepare resumes and job applications; skills for interviewing and job retention; job placement; financial assistance with child care, transportation, tools, books, supplies; educational support such as peer tutoring; support groups; and individual counseling.

Eligibility: Female single parents enrolled in nontraditional vocational programs at Blackhawk Technical College.

Program Name: The Opportunity Center

Administrative Agency: Western Wisconsin Technical College

Address: 304 N. 6th Street
Coleman Building, Room 129
La Crosse, WI 54602-0908

Contact Person: Judith Erickson, Project Manager

Contact Telephone Number: (608) 785-9585

Program Services: Through four programs, participants examine alternatives to education and career planning. "New Beginnings" focuses on increasing self-worth through understanding changes that make life difficult. "Career Planning" helps persons enter or reenter school or the work force, or consider a career change. "Turnaround" offers confidence building, interest and skill identification activities, occupational training programs, education financing. "Job Club" assists job hunters with preparation of resumes and application letters and with the interview process.

Eligibility: Serves anyone in transition but focus is on single parents, homemakers, and displaced homemakers. "Turnaround" targets separated, divorced, and widowed persons or those with a disabled spouse.

Program Name: Women Accessing Technology

Administrative Agency: Women's Development Center, Waukeska County Technical College

Address: 800 Main Street
Pewaukee, WI 53072

Contact Person: Mary Jo Coffee, Career/Employment Consultant

Contact Telephone Number: (414) 691-5593

Program Services: A sex equity project that encourages adult women and high school girls to seek careers in high tech areas. Provides exploration opportunities through hands-on workshops, employer and role model panels, and reentering education sessions. Assists in decision making and provides support and resource information.

Eligibility: All female students.

Information and Technical Assistance

ARKANSAS

Program Name: Women's Project

Administrative Agency: (Same as program name)

Address: 2224 Main Street
Little Rock, AR 72206

Contact Person: Janet Perkins, Training Coordinator

Contact Telephone Number: (501) 372-5113

Program Services: Following completion of a nontraditional employment training project in December 1990, Women's Project works with other organizations to develop a nontraditional training program for young women between ages 18-25; maintains a support group for women working in nontraditional occupations; provides information on issues affecting working women, such as child care, sexual harassment, surviving in the nontraditional workplace, and applying for promotions; and advocates for more nontraditional opportunities for women. Provides nontraditional employment training and job placement assistance to women being released from the Department of Corrections Women's Unit.

Eligibility: Project encourages economically disadvantaged females 18 years of age or older, the unemployed or underemployed, women from battered women's shelters, and ex-offenders from the Department of Corrections Women's Unit.

CALIFORNIA

Program Name: Women at Work

Administrative Agency: (Same as program name)

Address: 78 North Marengo Avenue
Pasadena, CA 91101

Contact Person: Gina Frierman-Hunt, Program Director

Contact Telephone Number: (818) 796-6870

Program Services: A career information and job resource center that assists women looking for jobs in all fields.

Offers thousands of job listings in Southern California area, career counseling, occupational testing, evening workshops, and special programs in a variety of fields including nontraditional areas. Provides services of Women in the Trades support group.

Eligibility: Services available to all women.

Program Name: Gender Equity Program

Administrative Agency: City College of San Francisco, Campuses Division

Address: 33 Gough Street
San Francisco, CA 94103

Contact Person: Deanna Abma, Coordinator, Gender Equity and Single Parent/Homemaker Program

Contact Telephone Number: (415) 241-2308

Program Services: Program offers counseling and workshops to promote equal access to vocational training. Is designed to help women and men enter and complete training and subsequently find employment in fields that are nontraditional for their gender.

Eligibility: Available to any adult interested in nontraditional training. Different vocational training programs at City College may have educational prerequisites.

Program Name: Tradeswomen, Inc.

Administrative Agency: (Same as program name)

Address: P.O. Box 40664
San Francisco, CA 94140

Contact Person: Kai Douglas, Director

Contact Telephone Number: (415) 821-7334

Program Services: A nonprofit, membership organization that provides peer and advocacy support for women in blue-collar and other nontraditional occupations. Serves as resource and referral agency to community about issues affecting women in trades. Provides information on apprenticeships, gender and racial discrimination, sexual harassment, training and employment opportunities, self-employed tradeswomen referrals, legal and governmental referrals, and technical assistance to individuals and agencies. Issues "Tradeswomen," a quarterly journal, and "Trade Trax," a monthly newsletter.

CONNECTICUT

Program Name: New England Training and Employment Council, Inc. (NETEC)

Administrative Agency: (Same as program name)

Address: 140 Huyshope Avenue
Hartford, CT 06106

Contact Person: Stephen Berman, Executive Director

Contact Telephone Number: (203) 525-2099

Program Services: NETEC offers information and assistance to municipal, county, State, and private organizations for the development of comprehensive and effective job training and placement systems. Helps formulate training and employment policy and positions; provides training and technical assistance; conducts research projects; and disseminates information on programs and issues concerning training and employment in the New England region. Services include information exchange, conferences, workshops, seminars, and management assistance.

FLORIDA

Program Name: New Options Center

Administrative Agency: (Same as program name)

Address: 5603 34th Street, West
Bradenton, FL 34210

Contact Person: Reda Reynolds, Counselor/Occupational Specialist

Contact Telephone Number: (813) 751-7922

Program Services: To help young women make decisions about careers, center counsels them about the prospects of nontraditional occupations, offers support during training, helps with the job search, and follows up after the women become employed. Also encourages high school girls to consider nontraditional training. Center-produced video spots show individuals who have successfully completed training and are working in local industry in welding, drafting, industrial electricity, and electronics.

Eligibility: Women of ages 17-34 who are willing to consider the option of nontraditional training.

Program Name: Equity

Administrative Agency: Dade County Public School

Address: Robert Morgan Vocational Technical Institute
18180 SW 122 Avenue
Miami, FL 33177

Contact Person: Brenda F. Smith, Counselor and Equity Liaison

Contact Telephone Number: (305) 253-9920

Program Services: An information resource for students and potential students who may be interested in nontraditional careers. Services help insure that students who are unaware of nontraditional career options receive information regarding all career options available to them in order to make an informed choice of training.

Eligibility: All students and potential students.

Program Name: Sex Equity Program

Administrative Agency: Haney Vocational-Technical Center

Address: 3016 Highway 77
Panama City, FL 32405

Contact Person: Judy Major, Sex Equity Outreach Recruiter

Contact Telephone Number: (904) 769-2191, ext. 136

Program Services: Program promotes equal access to all areas of vocational training for females and males, particularly in high wage occupations. Financial assistance is available for tuition, books, supplies, and child care.

Eligibility: To qualify, students must enroll in courses to acquire skills for nontraditional careers.

INDIANA

Program Name: Gender Equity Project

Administrative Agency: Indiana University, School of Education

Address: Smith Research Center, Room 126
2805 East Tenth Street
Bloomington, IN 47405

Contact Person: Cathy M. Hawkins, Project Manager

Contact Telephone Number: (812) 855-8104

Program Services: Project provides resources and technical assistance to counselors, teachers, and students in area vocational schools and postsecondary institutions to promote nontraditional occupational choices. A mentor program, "It's Your Life," matches students with nontraditionally employed adults to foster encouragement and support for career decisions.

(See also Circle Seven Training Council listed under "TRAINING--Additional Programs," Greenwood, Indiana. The Council offers information on job openings through a computerized service.)

IOWA

Program Name: Program for Women in Science and Engineering

Administrative Agency: Iowa State University

Address: 210 Marston Hall
Ames, IA 50011

Contact Person: Myrna Whigham, Program Director

Contact Telephone Number: (515) 294-9964

Program Services: Career conferences, summer internships, scholarships, videotapes, and a data base directory are offered. The directory of Iowa women in science, mathematics, and engineering identifies women who might serve as mentors and role models; conferences feature women scientists and engineers as speakers, career exploration workshops, and special sessions for parents and educators; summer programs give high school girls and undergraduate women opportunities to work with mentors in the university's science and engineering research laboratories; videotapes feature Iowa women working in nontraditional fields.

Program Name: New Horizons Program

Administrative Agency: Iowa Western Community College

Address: 2700 College Road, Box 4-C
Council Bluffs, IA 51502

Contact Person: Bonnie Karkow, Instructor/Recruiter

Contact Telephone Number: (712) 325-3404; toll free in Iowa, 1-800-432-5852, ext. 436

Program Services: Presentations are given on nontraditional careers at high schools in southwest Iowa, and a brochure on nontraditional careers was developed for distribution at Career Days during visits to the high schools.

Program Name: Mentor Support Program

Administrative Agency: Commission on the Status of Women, Iowa Department of Human Rights

Address: Lucas State Office Building
Des Moines, IA 50319

Contact Person: Jane E. Schockemoehl, Employment Project Coordinator

Contact Telephone Number: (515) 281-3403

Program Services: To promote job retention, employee mentors volunteer to help new employees make a successful transition to the workplace. After training, mentors are matched with new employees who request support services. They assist new workers with employment policies; inform them about the State employment system or specific private industry system, child care and transportation issues, other support agencies and programs; and otherwise assist toward successful completion of the probationary period and further job retention.

KANSAS

Program Name: Women's Resource Center

Administrative Agency: Labette Community College

Address: Technical Education Building
310 South 25th, Room 106
Parsons, KS 67357

Contact Person: Kathy Stotts, Career Counselor

Contact Telephone Number: (316) 421-6700, ext. 25

Program Services: Center offers information, support, counseling, and other programs to help participants clarify occupational values, interests, and abilities; set goals; expand awareness of career options; learn the process of job hunting; and participate in a mentoring relationship.

(See also the informational services of the Community Outreach Counseling Program/Women's Resource Center, listed under "OUTREACH," Kansas City, Kansas.)

MARYLAND

Program Name: Maryland New Directions

Administrative Agency: (Same as program name)

Address: 2220 North Charles Street
Baltimore, MD 21218

Contact Person: Joan Patterson, Director of Displaced Homemaker Program and Nontraditional Careers

Contact Telephone Number: (301) 889-6677

Program Services: Technical assistance on nontraditional employment is provided to displaced homemaker programs operating in Maryland. The assistance is provided under a contract from the Maryland sex equity coordinator.

MICHIGAN

Program Name: Secondary Sex Equity Program

Administrative Agency: Michigan Department of Education

Address: P.O. Box 30009
Lansing, MI 48909

Contact Person: Kathleen Beauvais, Sex Equity Coordinator

Contact Telephone Number: (517) 373-3388

Program Services: To promote successful vocational education experiences, program aims to eliminate sex bias/stereotyping and increase enrollment and retention in nontraditional careers for males and females. Emphasis is given to higher wage-earning occupations.

Eligibility: No specific age or grade restrictions for programmatic interventions. Recruitment and retention efforts are generally focused at secondary students between ages 14 and 25 who are actual or potential enrollees in programs that are nontraditional for their sex.

MINNESOTA

Program Name: Minnesota Women in the Trades

Administrative Agency: (Same as program name)

Address: 550 Rice Street, Women's Building
St. Paul, MN 55103

Contact Person: Meadow Muska, Coordinator

Contact Telephone Number: (612) 228-9955

Program Services: A 24-hour job hotline provides information about employment openings received from employers, unions, and individuals. The program also gives seminars on how to get into the trades; provides a support system for women already in the trades; and offers mentoring, teaming women who express an interest in a particular trade with a woman already working in that trade.

MISSOURI

Program Name: New Horizons: Nontraditional Careers

Administrative Agency: Missouri Department of Elementary and Secondary Education, Special Vocational Services

Address: Mineral Area College
P.O. Box 1000
Flat River, MO 63601

Contact Persons: Nancy Wegge, Consortium Director
Peggy Ropelle, Coordinator

Contact Telephone Number: (314) 431-4593

Program Services: Consortium program, which serves four community colleges and seven area vocational-technical schools in 15 counties, helps individuals learn about nontraditional careers for consideration in choosing careers. Also focuses on new and emerging jobs in high tech areas. Offers seminars, career counseling, help in locating financial aid, and support groups. Financial assistance is available for students entering a nontraditional training program; support is provided from outreach and orientation through training and job placement.

Other Program locations are:

Address: Jefferson College
P.O. Box 1000
Hillsboro, MO 63050

Contact Person: Debbie Shores, Coordinator

Contact Telephone Number: (314) 789-3951

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Address: St. Charles County Community College
West Annex
507 South Cool Springs Road
O'Fallon, MO 63366

Contact Person: Liz Clemensen, Coordinator

Contact Telephone Number: (314) 281-2020

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Address: East Central College
P.O. Box 529
Union, MO 63084

Contact Person: Dot Schowe, Coordinator

Contact Telephone Number: (314) 583-5193

Program Name: Changing Channels

Administrative Agency: Linn Technical College

Address: Highway 50 East
Linn, MO 65051

Contact Person: Roberta Buschjost, Careers Unlimited Director

Contact Telephone Number: (314) 897-3603

Program Services: A video series on nontraditional high tech jobs for women features interviews with women in nontraditional careers and in nontraditional courses of study. Series focuses on electronics, laser technology, aviation mechanics, and drafting. Information is targeted at 15- and 16-year old females.

NEW JERSEY

Program Name: Project VOW (Vocational Opportunities for Women)

Administrative Agency: Jersey City State College, Center for Occupational Education

Address: 2039 Kennedy Boulevard
Jersey City, NJ 07305

Contact Person: Carole Ucciferri, Director

Contact Telephone Number: (201) 547-2188

Program Services: Project VOW promotes nontraditional career choices through a toll free helpline which provides information to single parents, displaced homemakers, other women, and agencies. Calls are followed up with printed material on nontraditional occupations. Maintains a statewide Vocational Equity Resource Center; produces and disseminates posters, flyers, brochures; coordinates annual nontraditional awards conference.

Program Name: Opportunities and Options

Administrative Agency: Union County Vocational-Technical Schools

Address: 1776 Raritan Road
Scotch Plains, NJ 07076

Contact Person: Celeste Roberts Gipson, Equity Coordinator

Contact Telephone Number: (908) 889-2000

Program Services: Program promotes awareness among students, educators, parents, and others about benefits of vocational equity. Provides support services to secondary and postsecondary students enrolled in nontraditional vocational education courses. Makes presentations to classes and other groups on gender role stereotyping and nontraditional career exploration; provides inservice training on sexual harassment and gender role stereotyping, recruitment workshops, counseling, equity resource center.

Program Name: Gloucester County Vocational-Technical School

Administrative Agency: (Same as program name)

Address: P.O. Box 186
Tanyard Road, Deptford Township
Sewell, NJ 08080-0186

Contact Person: Meredith M. Flynn, Director of Special Services

Contact Telephone Number: (609) 468-1445

Program Services: School's "Vocational Equity Program" provides information to elementary, middle, and high schools and community organizations to familiarize girls and women with nontraditional career options. Also provides career assessment, peer support groups, personal/career counseling, onsite child care, job placement, and apprenticeship referral. School has operated programs "Women in Nontraditional Employment" (1986-88) and "Women in Construction" (1989-90).

Eligibility: High school students and adults must complete application process, including testing, and provide high school transcript.

NEW YORK

Program Name: Nontraditional Jobs for Women (NTJW)

Administrative Agency: (Same as program name)

Address: 3940 Hickory Street
Seaford, NY 11783

Contact Person: Patricia Sullivan, President

Contact Telephone Number: (516) 485-5413

Program Services: An information and referral resource for women considering nontraditional occupations or having problems in such jobs. Also provides information on legal recourse, apprenticeship openings, and connections with other organizations.

NORTH CAROLINA

Program Name: Sex Equity Program, Wider Opportunities for Women's Resource Center

Administrative Agency: Central Piedmont Community College

Address: 1101 Elizabeth Avenue at Old Kings Drive
P.O. Box 35009
Charlotte, NC 28202

Contact Person: Sara P. Graham, Program Coordinator

Contact Telephone Number: (704) 342-6532

Program Services: Center's Sex Equity program assists women in locating training required for desired job and assists women enrolled in nontraditional curriculums with financial help for tuition, books, supplies, child care, and transportation. Provides support groups, career counseling, and referrals for students with family or financial problems.

Eligibility: Applicants must be females enrolled in a curriculum with 25% or fewer female students registered and must apply for Federal financial aid.

OHIO

Program Name: Hard Hatted Women

Administrative Agency: (Same as program name)

Address: P.O. Box 93384
Cleveland, OH 44101

Contact Person: Kathy Augustine, Executive Director

Contact Telephone Number: (216) 961-4449

Program Services: A 24-hour resources hotline offers information on jobs and training programs. Program also provides counseling, support, advocacy, and education for females pursuing nontraditional careers, and generally supports women in or seeking jobs in the trades and other nontraditional fields. Operates a speaker's bureau and publishes a bimonthly newsletter, "Riveting News."

Eligibility: Some services open to all women; JTPA program to place women in nontraditional jobs serves economically disadvantaged, public assistance recipients, and unemployed dislocated workers.

RHODE ISLAND

Program Name: Equity in Career Options and Education (ECOE)

Administrative Agency: Community College of Rhode Island

Address: 1762 Louisquisset Pike
Lincoln, RI 02865-4585

Contact Person: Debra Bercuvitz, Project Coordinator

Contact Telephone Number: (401) 333-7161

Program Services: Rhode Island's center for sex equity, at Lincoln campus, provides information and support to educators and social service providers throughout the State to promote awareness of sex equity issues. Maintains and updates a collection of curriculum materials (print and audiovisuals) for loan; develops and distributes sex-equitable educational materials; provides technical support and assistance to sex equity programs and nontraditional recruitment efforts. Has a speaker's bureau of people in nontraditional careers; conducts workshops, classroom presentations, and inservice training on topics such as sex role stereotyping and nontraditional career options.

TENNESSEE

Program Name: Coal Employment Project (CEP)

Administrative Agency: (Same as program name)

Address: 17 Emory Place
Knoxville, TN 37917

Contact Person: Carol J. Davis, Executive Director
(P.O. Box 9, Mather, PA 15346)

Contact Telephone Number: (412) 883-4927

Program Services: CEP organizes local groups of women miners to support each other in the workplace, address local concerns, and tackle issues such as parental leave; runs a Legal Referral Network to address sexual harassment and discrimination in the mines; sponsors an annual national conference of women miners; publishes a newsletter, "Coal Mining Women's Support Group News"; and develops programs related to issues such as health and safety in the mines, leadership and skills training, and resources for laid off and displaced miners. Founded in 1977 to help women gain and keep jobs in the mining industry, CEP, in its early years, won several precedent-setting legal cases that opened mining jobs to large numbers of women.

TEXAS

Program Name: Vocational Equity Program

Administrative Agency: Texas Regional Service Centers

Address: 9600 Sims Drive
El Paso, TX 79925-7225

Contact Person: Eva Ross, Equity Program Specialist, Vocational Equity Statewide

Contact Telephone Number: (915) 595-5714

Program Services: Vocational equity specialists make presentations on nontraditional high wage jobs to students in secondary classrooms. They also have local advisory committees and an extensive network of educators and community leaders working to prepare a quality work force for the State. A "Project To Eliminate Sex Bias and Stereotyping on a Statewide Basis" publishes and disseminates a quarterly newsletter to promote sex equity in vocational education, and plans and administers a conference on sex equity and single parents in vocational education.

Eligibility: Public school students; educators, school administrators, and others concerned with vocational equity.

Program Name: Job Search Club

Administrative Agency: Women's Center of Tarrant County, Inc.

Address: P.O. Box 11860
1723 Hemphill
Fort Worth, TX 76110

Contact Person: Ann Midkiff, Director of Employment

Contact Telephone Number: (817) 927-4040

Program Services: The Club, an 8-day, 24-hour group activity, helps unemployed and underemployed individuals find jobs or upgrade employment. A trainer skilled in job search strategies and group training/motivation trains clients to find the best possible job in the shortest possible time and teaches them permanently enabling job finding and job retention skills. The program is supported by social service referrals, employment counseling, and job development.

Eligibility: Tarrant County residents who are ready, willing, and able to work when they enter the program.

Program Name: National Association of Women in Construction (NAWIC)

Administrative Agency: (Same as program name)

Address: 327 South Adams
Fort Worth, TX 76104

Contact Persons: Kim Brockelman, Director of Membership Marketing; Paula Zang, Executive Director

Contact Telephone Number: (817) 877-5551 or 1-800-552-3506

Program Services: An association of women in construction industry, NAWIC enhances members' careers. With more than 226 chapters in the United States and Canada and over 8,500 members employed in all phases of the industry, NAWIC committees provide resources for continuing education, legislative awareness, employment referral, business ownership, and networking with others who share the same interests and goals. Publishes a membership directory and publications, and sponsors regional conferences and annual conventions. The NAWIC Education Foundation offers three construction education programs.

(See also Preliminary Awareness of Construction Trades Training (PACTT), administered by NAWIC chapters in Connecticut, under "TRAINING--Selected Models," Wethersfield, Connecticut.)

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Eligibility: Membership is open to women employed in diverse aspects of the construction industry and women students pursuing a degree or certification related to the construction industry.

VERMONT

Program Name: Northern New England Tradeswomen, Inc. (NNETW)

Administrative Agency: (Same as program name)

Address: 1 Prospect Street
St. Johnsbury, VT 05819

Contact Person: Ronnie Sandler, Executive Director

Contact Telephone Number: (802) 748-3308

Program Services: An organization for tradeswomen in Vermont, New Hampshire, New York, Massachusetts, Maine, and Quebec (Canada) which works to increase opportunities for women to enter and remain in trades through networking, advocacy, training, and sharing resources. Offers training for women through programs such as STEP-UP for Women; publishes quarterly newsletter and sponsors support group and annual trades conference. Provides technical assistance to industries, agencies, and organizations.

(See also Skilled Trades Exploration, Preparation and Upgrading (STEP-UP for Women), under "TRAINING--Selected Models," White River Junction, Vermont.)

Eligibility: No requirements for entry into NNETW.

WASHINGTON

Program Name: Women in Trades Fair

Administrative Agency: (Same as program name)

Address: 700 Third Avenue, Suite 940
Seattle, WA 98104

Contact Person: Women in Trades Fair Committee

Contact Telephone Number: (206) 684-0390

Program Services: The fair, an informational and educational career event held once a year, showcases nontraditional careers for women. Sponsored by various Federal, State, educational, and community organizations, the fair highlights: apprenticeship talks, panel discussions on crafts and trades, career films, fitness and other types of demonstrations, and workshops, among other activities. An awards ceremony recognizes women who have played important roles in nontraditional work.

WEST VIRGINIA

Program Name: Women and Employment, Inc.

Administrative Agency: (Same as program name)

Address: 1217 Lee Street
Charleston, WV 25301

Contact Person: Pam Curry, Executive Director

Contact Telephone Number: (304) 345-1298

Program Services: Program provides information about employment options and access to job training, support for women in self-employment, and advocacy for women's legal rights in employment training and education. Offers pre-employment counseling, career exploration, information on vocational education and job training programs, assistance with job search techniques and guidance on grievance procedures. Also provides advocacy for jobs not traditional for women such as construction trades and business management; vocational counseling; and workshops on apprenticeships and issues such as sexual harassment.

Eligibility: Serves women residents of West Virginia regardless of income.

WISCONSIN

Program Name: Women's Resource Bureau

Administrative Agency: Nicolet Area Technical College

Address: Box 518
Rhinelander, WI 54501

Contact Person: Karen Isebrands, Director

Contact Telephone Number: (715) 369-4477

Program Services: Bureau encourages and assists women who want to return to school or to work and who are interested in enrolling in nontraditional career programs. Assists in identifying and removing barriers, both personal and institutional, which hinder women's full educational and vocational participation. Provides information on sex equity issues to community and offers self-development classes, workshops, support groups, personal/career counseling, limited financial assistance in response to the changing social and educational needs of women.

Eligibility: No special requirements for general programs; special programs for displaced homemakers, homemakers, single parents, and students interested in nontraditional careers have eligibility guidelines.

WYOMING

Program Name: Expanding Your Horizons

Administrative Agency: Laramie County School District Number One

Address: 2810 House Avenue
Cheyenne, WY 82001

Contact Person: Eleanor Grinnell, Program Director

Contact Telephone Number: (307) 771-2216

Program Services: A nationally recognized conference, "Expanding Your Horizons" has goals: to foster awareness of the career opportunities available in math and science related jobs among females in grades 5-12; to increase the proportion of young women interested in math, science, technology, and engineering; and to provide an opportunity for young women to meet professional and technical women working in nontraditional occupations.

Eligibility: Targets all females in grades 5-12, their parents, teachers, and counselors. Special emphasis is placed on disadvantaged and minority students.

(See also listings under "OUTREACH." Some of those programs offer a combination of services including information and technical assistance.)

Outreach

CALIFORNIA

Program Name: Women's Employment Services and Training (WEST)

Administrative Agency: Sacramento Women's Center

Address: 2306 J Street, Suite 200
Sacramento, CA 95816

Contact Person: Nancy Baril, WEST Program Director

Contact Telephone Number: (916) 441-4207

Program Services: WEST reaches out to women who need training and places them with private sector businesses to receive paid on-the-job training. Participants receive skill assessment, job search assistance, goal development, aptitude and skills testing, job referrals, and career/job retention counseling. Trainees become full-time, regular employees when training is completed; WEST reimburses the employer up to 50% of wages paid during training.

Eligibility: Targets AFDC recipients, single parents, women interested in nontraditional jobs, long term unemployed individuals, and homemakers wanting to enter/reenter the job market.

Program Name: Preparation, Recruitment, Employment Program, Inc. (PREP,Inc.)

Administrative Agency: (Same as program name)

Address: 1095 Market Street, Suite 712
San Francisco, CA 94103

Contact Person: Carole Brown-Lewis, Associate Director,

Contact Telephone Number: (415) 864-3255

Program Services: (See a description of the services summarized below under Cincinnati, Ohio, location of the administrative offices of PREP, Inc. The program operates at five Ohio sites as well as in Hempstead, New York, and San Francisco, California.)

FLORIDA

Program Name: Recruiting Nontraditional Apprentice Students

Administrative Agency: Orange County Public Schools

Address: Mid-Florida Technical Institute
2900 West Oak Ridge Road
Orlando, FL 32809

Contact Person: Theresa Ransbottom, Program Coordinator

Contact Telephone Number: (407) 855-5880, ext. 294 or 295

Program Services: Recruiting effort seeks to increase the number of women enrolled in apprenticeship programs in the county's public schools. The multifaceted recruiting program involves referrals from: public service agencies, a single parent program, all area high schools, civic groups, and professional organizations such as the National Association of Women in Construction and the Construction Industry Workforce Foundation. Support services encompass group and personal counseling, referrals to public service agencies, personal help during the apprenticeship application procedures, loan of tool kits to disadvantaged students who wish to enter an apprenticeship program. The recruiting coordinator tracks students during training.

Eligibility: Applicants must be at least 18 years of age and have a high school diploma or GED; must be physically able to perform job tasks of the trade such as climbing and lifting.

IOWA

Program Name: Indian Hills Community College

Administrative Agency: (Same as program name)

Address: 525 Grandview
Ottumwa, IA 52501

Contact Person: Vicki Brown, Sex Equity Coordinator/Counselor

Contact Telephone Number: (515) 683-5111 or 1-800-726-2585, ext. 231

Program Services: Recruitment program encourages women and men to enroll in nontraditional occupations training.

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Recruits through career conferences, the media, brochures, and group presentations; determines readiness for specific college programs through assessment; offers assistance with tuition, child care, and transportation; provides tutors, peer support networks, and workshops on job seeking skills, stress, and single parenting; and assists in job placement.

Eligibility: No requirements.

KANSAS

Program Name: Community Outreach Counseling Program/Women's Resource Center

Administrative Agency: Kansas City Kansas Community College

Address: 7250 State Avenue
Kansas City, KS 66112

Contact Person: Andrea Chastain, Director

Contact Telephone Number: (913) 334-1100, ext. 270

Program Services: Career and academic counseling is provided to women in transition, particularly single parents, displaced homemakers, and career changers. Emphasis of presentations, workshops, and conferences is on nontraditional careers. Tuition assistance is available. The center is a clearinghouse for information and referral to community agencies.

Eligibility: Tuition assistance is limited to qualified single parents and displaced homemakers residing in Leavenworth or Wyandotte Counties. All other services are open to anyone.

MISSOURI

Program Name: Outreach/Reentry Programs

Administrative Agency: Maple Woods Community College

Address: 2601 NE. Barry Road
Kansas City, MO 64156

Contact Person: Janet Weaver, Outreach/Reentry Counselor

Contact Telephone Number: (816) 436-6500, ext. 133

Program Services: "Outreach Program" is for individuals with special needs such as the disabled, financially or economically disadvantaged, single parents, homemakers, or persons with limited English proficiency. "Reentry Program" is for individuals returning to school after time spent working or establishing a family. Both programs offer vocational and personal counseling, academic and interest assessment, and referral to campus or community services.

Eligibility: Individuals who are disabled, financially or academically disadvantaged, single parents, homemakers, adults age 25 and older.

NEW YORK

Program Name: Preparation, Recruitment, Employment Program, Inc. (PREP, Inc.)

Administrative Agency: (Same as program name)

Address: 50 Clinton Street, Suite 402
Hempstead, NY 11550

Contact Person: Cheryl Smyler-George, Director, New York Plan

Contact Telephone Number: (516) 485-5413

Program Services: (See description of services summarized below under Cincinnati, Ohio, location of the administrative offices of PREP, Inc. The program operates at five sites in Ohio as well as in San Francisco, California, and Hempstead, New York.)

OHIO

Program Name: Preparation, Recruitment, Employment Program, Inc. (PREP, Inc.)

Administrative Agency: (Same as program name)

Address: 2261 Francis Lane
P.O. Box 68018
Cincinnati, OH 65206

Contact Person: Lucy Green, Executive Director

Contact Telephone Number: (513) 221-4700

Program Services: PREP, Inc., recruits, prepares, and places women in nontraditional employment. Offers vocational testing, guidance, labor market information, and preparation for placement in occupations. In operation since 1968, PREP, Inc., was among the first U.S. Department of Labor funded outreach programs to place minorities in apprenticeships. Later it expanded its focus to include women, and now operates at five sites in Ohio; in San Francisco, California; and in Hempstead, New York.

Eligibility: Varies in accordance with funding source guidelines. Some sites serve primarily dislocated workers, displaced homemakers, and long term unemployed; other sites serve women regardless of economic or employment status.

Other Ohio locations of PREP, Inc.

Address: 441 Wolf Ledges Parkway, Suite 201
Akron, OH 44311

Contact Person: Dorothye Hubbard

Contact Telephone Number: (216) 376-2400; 1-800-388-PREP (7737)

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Address: 4600 Carnegie Avenue
Cleveland, OH 44103

Contact Person: Terri Finch or Barbara Fluellen

Contact Telephone Number: (216) 431-6760

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Address: 65 South 4th Street, Suite 328-29
Columbus, OH 43215

Contact Person: Judy Nablo

Contact Telephone Number: (614) 221-PREP (7737)

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Address: 225 West First Street, Suite 400
Dayton, OH 45402

Contact Person: Shirley M. Lyons

Contact Telephone Number: (513) 461-PREP (7737)

TEXAS

Program Name: Women in Technology

Administrative Agency: El Paso Community College Women's Center

Address: P.O. Box 20500
El Paso, TX 79998

Contact Person: Vicki Di Benedetto

Contact Telephone Number: (915) 757-5073

Program Services: Center recruits women to attend classes at the community college in four fields: auto mechanics, construction, media production, and law enforcement. Arranges day care and financial aid to support program participants who need assistance.

Program Name: Mi Carrera (My Career) Program

Administrative Agency: Bozar County Women's Center

Address: 2300 W. Commerce, Suite 201
San Antonio, TX 78207

Contact Person: Linda D. Salomon

Contact Telephone Number: (512) 225-4387

Program Services: In cooperation with high school counselors in San Antonio school districts, program targets girls who are at risk of dropping out of school. The girls are then matched with summer jobs in nontraditional fields, such as those associated with electrician and drafting. Program is designed to widen opportunities for high school girls and to expand their views of potential careers, as well as to encourage them to stay in school.

(See also listings under "INFORMATION AND TECHNICAL ASSISTANCE." Some of those programs offer a wide range of services including outreach.)

APPENDIXES

WOMEN'S BUREAU REGIONAL OFFICES

Region I--Boston	**Jurisdictions Served**
Martha H. Izzi Regional Administrator Women's Bureau U.S. Department of Labor 1 Congress Street Boston, MA 02114 617/565-1988	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
Region II--New York	
Mary C. Murphree Regional Administrator Women's Bureau U.S. Department of Labor 201 Varick Street, Room 601 New York, NY 10014 212/337-2389	New Jersey, New York, Puerto Rico, Virgin Islands
Region III--Philadelphia	
Helen E. Sherwood Regional Administrator Women's Bureau U.S. Department of Labor Gateway Building 3535 Market Street, Room 13280 Philadelphia, PA 19104 215/596-1183	Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia
Region IV--Atlanta	
Delores Crockett Regional Administrator Women's Bureau U.S. Department of Labor 1371 Peachtree Street, NE. Room 323 Atlanta, GA 30367 404/347-4461	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

Region V--Chicago

Jurisdictions Served

Sandra K. Frank
Regional Administrator
Women's Bureau
U.S. Department of Labor
230 South Dearborn Street, 10th Floor
Chicago, IL 60604
312/353-6985

Illinois, Indiana,
Michigan, Minnesota,
Ohio, Wisconsin

Region VI--Dallas

Evelyn Smith
Regional Administrator
Women's Bureau
U.S. Department of Labor
Federal Building
525 Griffin Street, Suite 731
Dallas, TX 75202
214/767-6985

Arkansas, Louisiana,
New Mexico, Oklahoma,
Texas

Region VII--Kansas City

Rose Kemp
Regional Administrator
Women's Bureau
U.S. Department of Labor
911 Walnut Street, Room 2511
Kansas City, MO 64106
816/426-6108

Iowa, Kansas,
Missouri, Nebraska

Region VIII--Denver

Oleta Crain
Regional Administrator
Women's Bureau
U.S. Department of Labor
Federal Office Building
1961 Stout Street, Room 1452
Denver, CO 80294
303/844-4138

Colorado, Montana,
North Dakota, South
Dakota, Utah,
Wyoming

Region IX--San Francisco

Madeline Mixer
Regional Administrator
Women's Bureau
U.S. Department of Labor
71 Stevenson Street, Suite 927
San Francisco, CA 94105
415/744/6679

Jurisdictions Served

Arizona, California,
Hawaii, Nevada

Region X--Seattle

Lazelle S. Johnson
Regional Administrator
Women's Bureau
U.S. Department of Labor
1111 Third Avenue, Room 885
Seattle, WA 98101
206/553-1534

Alaska, Idaho,
Oregon, Washington

BUREAU OF APPRENTICESHIP AND TRAINING REGIONAL OFFICES

Region I--Boston

Jurisdictions Served

Regional Director
11th Floor
1 Congress Street
Boston, MA 02114
617/565-2288

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

Region II--New York

Regional Director
Federal Building, Room 602
201 Varick Street
New York, NY 10014

New Jersey, New York, Puerto Rico, Virgin Islands

Region III--Philadelphia

Regional Director
Gateway Building, Room 13240
3535 Market Street
Philadelphia, PA 19104

Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia

Region IV--Atlanta

Regional Director
Room 418
1371 Peachtree Street, NE.
Atlanta, GA 30367
404/347-4405

Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

Region V--Chicago

Regional Director
Room 758
230 South Dearborn Street
Chicago, IL 60604
312/353/7205

Illinois, Indiana, Michigan, Minnesota Ohio, Wisconsin

Region VI--Dallas

Jurisdictions Served

Regional Director
Federal Building, Room 502
525 Griffin Street
Dallas, TX 75202
214/767/4993

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Indianapolis District Office

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Detroit District Office

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Minneapolis Area Office

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Minneapolis, MN 55401
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Milwaukee District Office

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U.S. Department of Labor
Reuss Federal Plaza, Suite 1115
310 W. Wisconsin
Milwaukee, WI 53203
414/291-3821

Region VI--Dallas

(Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Regional Office

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U.S. Department of Labor
525 South Griffin Street
Federal Bldg., Room 840
Dallas, TX 75202
214/767-4771

Dallas District Office

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Room 512
Dallas, TX 75202-5007
214/767-2911

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Houston, TX 77004
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OFCCP/ESA
U.S. Department of Labor
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San Antonio, TX 78207
512/229-5835

Tulsa District Office

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51 Yale Bldg., Room 304
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Tulsa, OK 74135
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Albuquerque District Office

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Albuquerque, NM 87103
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Little Rock Area Office

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Savers Federal Bldg.
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501/378-5436

Region VII--Kansas City
(Iowa, Kansas, Missouri, Nebraska)

Regional Office

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U.S. Department of Labor
Federal Office Bldg.
911 Walnut Street, Room 2011
Kansas City, MO 64106
816/426-5384

Kansas City District Office

Al Rudd
District Director for
OFCCP/ESA
U.S. Department of Labor
801 Walnut Street, Suite 201
Kansas City, MO 64106
816/374-6035

Omaha District Office

Shirley Oderkirk
District Director for
OFCCP/ESA
U.S. Department of Labor
106 S. 15th Street, Room 808
Omaha, NE 68102
402/221-3381

St. Louis District Office

Duane J. Grapperhaus
District Director for
OFCCP/ESA
U.S. Department of Labor
1222 Spruce Street
St. Louis, MO 63103
314/539-6394

Region VIII--Denver

(Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Office

Irene Mee
Regional Director for
OFCCP/ESA
U.S. Department of Labor
Federal Office Bldg.
1961 Stout Street, Room 1480
Denver, CO 80294
303/844-5011

Denver District Office

Dennis J. Santistevan
District Director for
OFCCP/ESA
U.S. Department of Labor
1244 Speer Blvd., Room 620
Denver, CO 80204-3584
303/844-4481

Salt Lake City District Office

Joseph Gallegos
District Director for
OFCCP/ESA
U.S. Department of Labor
10 West Broadway, Suite 305
Salt Lake City, UT 84101
801/524-4470

Region IX--San Francisco

(Arizona, California, Guam, Hawaii, Nevada)

Regional Office

Helene Haase
Regional Director for
OFCCP/ESA
U.S. Department of Labor
71 Stevenson Street, Suite 910
San Francisco, CA 94105
415/744-6640

Santa Ana Area Office

Frank J. Galaz
Assistant District Director
for OFCCP/ESA
U.S. Department of Labor
34 Civic Center Plaza
Suite 712, P.O. Box 12800
Santa Ana, CA 92712
714/836-2784

Los Angeles District Office

Angel Luevano
District Director for
OFCCP/ESA
U.S. Department of Labor
3660 Wilshire Blvd., Suite 602
Los Angeles, CA 90010
213/252-7542

Oakland District Office

Edgar A. Collins
District Director for
OFCCP/ESA
U.S. Department of Labor
1401 Lakeside Dr., Suite 702
Oakland, CA 94612
415/273-4055

San Jose District Office

Arthur C. Oroz
District Director
for OFCCP/ESA
U.S. Department of Labor
280 S. First Street, Suite 390
San Jose, CA 95113
408/291-7384

Van Nuys District Office

Roscoe B. Ballard
District Director for
OFCCP/ESA
U.S. Department of Labor
14546 Hamlin Street, Suite 220
Van Nuys, CA 91411
818/904-6285

San Francisco District Office

Myra R. Stratton
District Director for
OFCCP/ESA
U.S. Department of Labor
211 Main Street, Suite 328
San Francisco, CA 94105
415/744-6630

San Diego Area Office

Albert C. Padilla
Assistant District Director
for OFCCP/ESA
U.S. Department of Labor
5675 Ruffin Road, Suite 320
San Diego, CA 92123-5378
619-557-6489

Phoenix Area Office

Joseph A. Franco, III
Assistant District Director
for OFCCP/ESA
U.S. Department of Labor
3221 N. 16th Street, Suite 303
Phoenix, AZ 85016
602/640-2960

Hawaii Area Office

Darwell L. Fortson
Assistant District Director
for OFCCP/ESA
U.S. Department of Labor
300 Ala Moana Blvd., Room 7326
P.O. Box 50149
Honolulu, HI 96850

Region X--Seattle

(Alaska, Idaho, Oregon, Washington)

Regional Office

John Checkett
Regional Director for
OFCCP/ESA
U.S. Department of Labor
1111 Third Ave., Suite 610
Seattle, WA 98101-3212
206/442-4508

Portland District Office

George H. Fisher
District Director for OFCCP/ESA
U.S. Department of Labor
111 South West Columbia Street
Suite 1020
Portland, OR 97204
503/326-4112

Seattle District Office

Constance F. Moorehead
District Director for
OFCCP/ESA
U.S. Department of Labor
1111 Third Ave., Suite 745
Seattle, WA 98101
206-442-7182

JOB CORPS REGIONAL OFFICES

	Jurisdictions Served
Region I--Boston Manuel Archuleta Regional Director Job Corps U.S. Department of Labor 1 Congress Street Boston, MA 02114 617/565-2166	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
Region II--New York Stanley Belza Regional Director Job Corps U.S. Department of Labor 201 Varick Street New York, NY 10014 212/337/2282	New Jersey, New York, Puerto Rico, Virgin Islands
Region III--Philadelphia Edith Goldberg McDonald Regional Director Job Corps U.S. Department of Labor 3535 Market Street Philadelphia, PA 19104 215/596-6301	Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia
Region IV--Atlanta Jerry N. Rucker Regional Director Job Corps U.S. Department of Labor 1371 Peachtree Street, NE. Atlanta, GA 30367 404/347-3178	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
Region V--Chicago Gordon Carlson Regional Director Job Corps U.S. Department of Labor 230 South Dearborn Street Chicago, IL 60604 312/353-1572	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

Region VI--Dallas	**Jurisdictions Served**
T. James Walker Regional Director Job Corps U.S. Department of Labor 525 Griffin Street Dallas, TX 75202 214/767/2567	Arkansas, Louisiana, New Mexico, Oklahoma, Texas
Region VII--Kansas City	
John I. Douglas Regional Director Job Corps U.S. Department of Labor 911 Walnut Street Kansas City, MO 64106 816/426/3661	Iowa, Kansas, Missouri, Nebraska
Region VIII--Denver	
John I. Douglas Regional Director Job Corps U.S. Department of Labor 1961 Stout Street Denver, CO 80294 303/844-4807	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
Region IX--San Francisco	
James Mathews Regional Director Job Corps U.S. Department of Labor 71 Stevenson Street San Francisco, CA 94105 415/744/6658	Arizona, California, Hawaii, Nevada
Region X--Seattle	
Jack Krois Regional Director Job Corps U.S. Department of Labor 1111 Third Avenue Seattle, WA 98101-3212 206/442/1133	Alaska, Idaho, Oregon, Washington

NATIONAL OFFICES OF JOINT LABOR-MANAGEMENT APPRENTICESHIP AND TRAINING PROGRAMS REGISTERED WITH THE BUREAU OF APPRENTICESHIP AND TRAINING

Director, Apprenticeship and Training
International Brotherhood of Painters and Allied Trades
1750 New York Avenue, NW.
Washington, DC 20006
202/637-0700

Administrator, National Training Fund of the Sheet Metal and Air Conditioning Industry
601 N. Fairfax Street
Alexandria, VA 22314
703/739-7200

Director, National Joint Apprenticeship and Training Committee
International Brotherhood of Electrical Workers
16201 Trade Zone Avenue
Suite 105
Upper Marlboro, MD 20772
301/249-2042

Director, Apprenticeship and Training
International Association of Bridge, Structural, and Ornamental Iron Workers
1750 New York Avenue, NW.
Washington, DC 20006
202/383-4870

Director, Apprenticeship and Training
Operative Plasterers and Cement Masons' International Association of the U.S. and Canada
1125 17th Street, NW.
Washington, DC 20036
202/393-6569

Director, Education and Training
International Union of Operating Engineers
1125 17th Street, NW.
Washington, DC 20036
202/429-9100

Director, Apprenticeship and Training
United Brotherhood of Carpenters and Joiners of America
101 Constitution Avenue, NW.
Washington, DC 20001
202/546-6206

Administrator, United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the U.S. and Canada
901 Massachusetts Avenue, NW.
Washington, DC 20001
202/628-5823

Director, Apprenticeship
and Training
International Union of
Bricklayers and Allied
Craftsmen
815 15th Street, NW.
Washington, DC 20005
202/783-3788

Director of Training
Steamfitters Joint Journeymen
and Apprentice Training
1201 66th Street
Baltimore, MD 21237
301/866-5313

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National Apprenticeship
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1125 17th Street, NW.
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and Training
International Association
of Heat and Frost Insulators
and Asbestos Workers
1689 E. Gude Drive
Room 214
Rockville, MD 20850

Director, Apprenticeship
and Training
International Brotherhood
of Boilermakers, Iron Ship
Builders, Blacksmiths,
Forgers, and Helpers
753 State Avenue
Kansas City, KS 66101

Director of Apprenticeship
and Training
Laborers International Union
of North America
905 16th Street, NW.
Washington, DC 20006

Director of Apprenticeship
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International Association
of Machinists and
Aerospace Workers
1300 Connecticut Avenue, NW.
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Little Rock, AR 72202
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916/323-3481

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1107 Ninth Street, 4th Floor
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Frankfort, KY 40601
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Pearl Merritt
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Equal Vocational Opportunity
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Texas Education Agency
201 East 11th Street
Austin, TX 78701
512/463-9311

Dr. Naticad Petrossian
Div. of Federal Programs
Texas Higher Ed. Coord. Board
200 E. Riverside Drive
Austin, TX 78704
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802/828-3101

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State of Washington
Olympia, WA 98504
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WEST VIRGINIA

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WISCONSIN

Frances Johnson
Voc-Tech Adult Ed. Board
4802 Sheboygan Avenue
7th Floor, Box 7874
Madison, WI 53707
608/266-7848

Barbara L. Schuler
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Guam Community College
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STATE EMPLOYMENT SERVICE OFFICES

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Employment Service,
Dept. of Ind. Rel.
649 Monroe Street
Montgomery, AL 36130
(205) 261-5364

ALASKA
Employment Service
Empl. Sec. Div.
P.O. Box 3-7000
Juneau, AK 99802
(907) 465-2712

ARIZONA
Department of Economic Security
P.O. Box 6123
Site Code 730A
Phoenix, AZ 85005
(602) 542-4016

ARKANSAS
Employment Security Division
P.O. Box 2981
Little Rock, AR 72203
(501) 371-1683

CALIFORNIA
Job Service Division
Empl. Dev. Dept.
800 Capitol Mall,
Sacramento, CA 95814
(916) 322-7318

COLORADO
Employment Programs
Div. of Empl. & Trng.
251 East 12th Avenue
Denver, CO 80203
(303) 866-6180

CONNECTICUT
Job Service
CT Labor Department
200 Folly Brook Blvd.
Wethersfield, CT 06109
(203) 566-8818

DELAWARE
Employment & Trng. Div.
DE Department of Labor
P.O. Box 9029
Newark, DE 19711
(302) 368-6911

DISTRICT OF COLUMBIA
Office of Job Service
Dept. of Empl. Services
500 C Street, NW, Rm. 317
Washington, D.C. 20001
(202) 639-1115

FLORIDA
Dept. of Labor & Empl. Sec.
1320 Executive Center Cir.
300 Atkins Building
Tallahassee, FL 32301
(904) 488-7228

GEORGIA
Employment Service
148 International Blvd, N
Room 400
Atlanta, GA 30303
(404) 656-0380

HAWAII
Employment Service Division
Dept. of Labor & Ind. Rel.
1347 Kapiolani Blvd.
Honolulu, HI 96814
(808) 548-6468

IDAHO
Operations Div. Emp. Svc.
Dept. of Empl.
317 Main Street
Boise, JD 83735
(208) 334-3977

ILLINOIS
Employment Services
Employment Security Division
910 S. Michigan Avenue
Chicago, IL 60605
(312) 793-6074

INDIANA
E.S., Employment
Security Div.
10 North Senate Avenue
Indianapolis, IN 46204
(317) 232-7680

IOWA
Job Service Program Bureau
Department of Job Service
1000 East Grand Avenue
Des Moines, IA 50319
(515) 281-5134

KANSAS
Div. of Employment & Training
Dept. of Human Resources
401 Topeka Avenue
Topeka, KS 66603
(913) 296-5317

KENTUCKY
Dept. for Employment Services
275 E. Main Street, 2nd Floor
Frankfort, KY 40621
(502) 564-5331

LOUISIANA
Employment Service
Office of Employment Security
P.O. Box 94094
Baton Rouge, LA 70804-9094
(504) 342-3016

MAINE
Job Service Division
Bureau of Employment Security
P.O. Box 309
Augusta, ME 04330
(207) 289-3431

MARYLAND
MD Department of Employment &
Economics Development
1100 North Eutaw St., Rm. 701
Baltimore, MD 21201
(301) 383-5353

MASSACHUSETTS
Div. of Employment Security
Charles F. Hurley Building
Government Center
Boston, MA 02114
(617) 727-6810

MICHIGAN
Bureau of Employment Service,
Employment Security Commission
7310 Woodward Avenue
Detroit, MI 48202
(313) 876-5309

MINNESOTA
Job Service & UI Operations
690 American Center Bldg.
150 East Kellogg
St. Paul, MN 55101
(612) 296-3627

MISSISSIPPI
Employment Service Division
Employment Service Commission
P.O. Box 1699
Jackson, MS 39215-1699
(601) 354-8711

MISSOURI
Employment Service
Division of Employment Security
P.O. Box 59
Jefferson City, MO 65104
(314) 751-3790

MONTANA
Job Service/Employment
and Training Division
P.O. Box 1728
Helena, MT 59624
(406) 444-4524

Note: State employment service offices provide help on finding jobs and other services, such as career counseling.

NEBRASKA
Job Service
NE Dept. of Labor
P.O. Box 94600
Lincoln, NE 68509
(402) 475-8451

NEVADA
Employment Service
Employment Security Department
500 East Third Street
Carson City, NV 89713
(702) 885-4510

NEW HAMPSHIRE
Employment Service Bureau,
Department of Employment
Security
32 South Main Street
Concord, NH 03301
(603) 224-3311

NEW JERSEY
NJ Department of Labor
Labor & Industry Bldg.,
CN 058
Trenton, NJ 08625
(609) 292-2400

NEW MEXICO
Employment Service Employment
Security Department
P.O. Box 1928
Albuquerque, NM 87103
(305) 841-8437

NEW YORK
Job Service Division
NY State Department of Labor
State Campus
Building 12 g
Albany, NY 12240
(518) 457-2612

NORTH CAROLINA
Employment Security Commission
of North Carolina
P.O. Box 27625
Raleigh, NC 27611
(919) 733-7522

NORTH DAKOTA
Employment & Training Division
Job Service North Dakota
P.O. Box 1537
Bismarck, ND 58502
(701) 224-2842

OHIO
Employment Service Division
Bureau of Employment Services
145 S. Front Street, Rm. 640
Columbus, OH 43215
(614) 466-2421

OKLAHOMA
Employment Service
Employment Security
Commission
Will Rogers Memorial Ofc. Bldg.
Oklahoma City, OK 73105
(405) 521-3652

OREGON
Employment Service
OR Employment Division
875 Union Street, N.E.
Salem, OR 97311
(503) 378-3212

PENNSYLVANIA
Bureau of Job Service
Labor 7 Industry Building
Seventh & Forster Streets
Harrisburg, PA 17121
(717) 787-3354

PUERTO RICO
Employment Service Division
Bureau of Employment Security
505 Munoz Rivera Avenue
Hato Rey, PR 00918
(809) 754-5326

RHODE ISLAND
Job Service Division
Dept. of Employment Security
24 Mason Street
Providence, RI 02903
(401) 277-3722

SOUTH CAROLINA
Employment Service
P.O. Box 995
Columbia, SC 29202
(803) 737-2400

SOUTH DAKOTA
SD Department of Labor
700 Governors Drive
Pierre, SD 57501
605-773-3101

TENNESSEE
Employment Service
Dept. of Employment Security
503 Cordell Hull Building
Nashville, TN 37219
(615) 741-0922

TEXAS
Employment Service
Texas Employment Commission
12th & Trinity, 504BT
Austin, TX 78778
(512) 463-2820

UTAH
Employment Services/Field Oper.
Department Employment
Security
174 Social Hall Avenue
Salt Lake City, UT 84147
(801) 533-2201

VERMONT
Employment Service
Dept. of Employment and Training
P.O. Box 488
Montpelier, VT 05602
(802) 229-0311

VIRGINIA
Employment Service
VA Employment Commission
P.O. Box 1258
Richmond, VA 23211
(804) 786-7097

VIRGIN ISLANDS
Employment Service
Employment Security Agency
P.O. Box 1090
Charlotte Amalie, VI 00801
(809) 776-3700

WASHINGTON
Employment Security Department
212 Maple Park
Olympia, WA 98504
(206) 753-0747

WEST VIRGINIA
Employment Service Division
Dept. of Employment Security
112 California Avenue
Charleston, WV 25305
(304) 348-9180

WISCONSIN
Job Service
P.O. Box 7905
Madison, WI 53707
(608) 266-8561

WYOMING
Employment Service
Employment Security Commission
P.O. Box 2760
Casper, WY 82602
(307) 235-3611

National Office
United States Employment
Service
200 Constitution Ave. NW
Washington, DC 20210
(202) 539-0188

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OCCUPATIONS RECOGNIZED AS APPRENTICEABLE BY THE BUREAU OF APPRENTICESHIP AND TRAINING, AS OF MARCH 25, 1991

AMS	DOT CODE	OCCUPATION TITLE	TERM	NS	BAT
0860	730281010	ACCORDIAN MAKER	048	0	1
0861	860381010	ACOUSTICAL CARPENTER	048	0	1
0862	150047010	ACTOR (AMUSE. & REC.)	024	1	1
[illegible]	637261034	AIR & HYDRONIC BALAN. TECH	036	0	1
0686	620281010	AIR-CON MECH AUTO SER	012	1	1
0002	637261010	AIR-COND INSTALLER WINDOW	036	0	1
0864	693381010	AIRCRAFT LAY-OUT WORKER	048	0	1
0865	806381010	AIRCRAFT MECH, ARMAMENT	048	1	1
0003	825381010	AIRCRAFT MECH,ELECTRICAL	048	1	1
0866	862381010	AIRCRAFT MECH,PLUMB & HYD	048	1	1
0863	632261010	AIRCRAFT-ARMAMENT MECH GOV	048	1	1
0867	714281010	AIRCRAFT-PHOTOGRAPH-EQUIP	048	0	1
0005	621281014	AIRFRAME & POWER PLNT MECH	048	1	1
0868	849381010	AIRPLANE COVERER (AIRCRFT)	048	0	1
0004	621261010	AIRPLANE INSPECTOR	036	0	1
0869	769281010	AIRPLANE WOODWORKER	036	1	1
0870	379162010	ALARM OPERATOR (GOV SERV)	012	0	1
0007	785261010	ALTERATION TAILOR	024	0	1
0724	355374010	AMBULANCE ATTENDANT (EMT)	012	1	1
0871	159224010	ANIMAL TRAINER (AMUSE REC)	030	0	1
0105	840381640	ARCH. COATINGS FINISHER	036	1	1
0531	373267640	ARSON & BOMB INVESTIGATOR	024	1	1
0011	713261010	ARTIFICIAL-GLASS-EYE MAKER	060	1	1
0012	713261014	ARTIFICIAL-PLASTIC-EYE MKR	060	1	1
0872	853663010	ASPHALT-PAVING MACHINE OP	036	1	1
0876	806361014	ASSEMBER-INSTALLER, GENER	024	1	1
0873	806381022	ASSEMBLER, AIRCRAFT, POWER	024	0	1
0874	806381026	ASSEMBLER, AIRCRAFT, STRUC	048	1	1
0875	806381030	ASSEMBLER, ELECTRO-MECHAN	048	0	1
0877	801381010	ASSEMBLER, METAL BUILDING	024	1	1
0015	806381038	ASSEMBLY MECH EXPER AIRCRF	048	1	1
0878	633261010	ASSEMBLY TECHNICIAN	024	1	1
0903	651585010	ASSISTANT PRESS OPERATOR	024	0	1
0879	194262010	AUDIO OPERATOR	024	1	1
0880	729281010	AUDIO-VIDEO REPAIRER	024	0	1
0779	575462010	AUGER PRESS OPR, MAN CONTR	024	0	1
0836	620261034	AUTO COOLNG SYS DIAG TECH	024	1	1
0027	620281018	AUTO-MAINT-EQUIP	048	0	1
0784	620381010	AUTO-RADIATOR MECHANIC	024	1	1
0821	638261010	AUTOMATED EQUIP ENGR-TECH	048	0	1
0021	822281010	AUTOMATIC-EQU TECH TEL	048	1	1
0023	620261010	AUTOMOBILE MECHANIC	048	1	1
0881	620261014	AUTOMOBILE TESTER AUTO SER	048	0	1
0639	780381010	AUTOMOBILE UPHOLSTERER	036	1	1
0024	807381010	AUTOMOBILE-BODY REPAIRER	048	1	1
0638	620261018	AUTOMOBILE-REPAIR-SERV EST	048	0	1
0882	721281010	AUTOMOTIVE-GEN-&-START REP	024	0	1

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AMS	DOT CODE	OCCUPATION TITLE	TERM	NS	BAT
0605	621261520	AVIATION SAFETY EQUIP TECH	048	1	1
0599	639281010	AVIATION SUPPORT EQUIP REP	048	1	1
0464	823281010	AVIONICS TECHNICIAN	048	1	1
0028	526381010	BAKER (BAKE PROD)	036	1	1
0776	313381010	BAKER (HOTEL & REST)	036	1	1
0883	313381014	BAKER, PIZZA (HOTEL & RES)	012	0	1
0029	629281010	BAKERY-MACHINE MECH	036	0	1
0640	142061010	BANK-NOTE DESIGNER	060	0	1
0030	330371010	BARBER	024	1	1
0608	312474010	BARTENDER	012	0	1
0884	572382010	BATCH-AND-FURNACE OPERATOR	048	1	1
0885	727381014	BATTERY REPAIRER	024	0	1
0886	413161010	BEEKEEPER (AGRIC.)	048	0	1
0887	970681010	BEN-DAY ARTIST	072	0	1
0031	735381010	BENCH HAND (JEWELRY)	024	0	1
0033	653685010	BINDERY WORKER	048	1	1
0888	719261010	BIOMEDICAL EQUIPMENT TECH	048	1	1
0035	610381010	BLACKSMITH	048	1	1
0889	716681010	BLOCKER&CUTTER CONTACT LENS	012	0	1
0036	860381018	BOATBUILDER, WOOD	048	1	1
0815	950382010	BOILER OPERATOR (ANY IND)	048	1	1
0038	805361010	BOILERHOUSE MECHANIC	036	1	1
0039	805361014	BOILERMAKER FITTER	048	0	1
0040	805261014	BOILERMAKER I	048	1	1
0041	805381010	BOILERMAKER II MECH	036	1	1
0047	977381010	BOOK BINDER	060	1	1
0890	753381010	BOOTMAKER, HAND	012	0	1
0891	735681010	BRACELET & BROOCH MAKER	048	0	1
0892	620281026	BRAKE REPAIRER AUTO. SERV	024	0	1
0706	861381026	BRICKLAYER,FIREBRICK & REF	048	1	1
0052	861381018	BRICKLAYER(CONSTRUCTION)	036	1	1
0051	861381014	BRICKLAYER	048	0	1
0893	770261010	BRILLIANDEER-LOPPER JEWELR	036	0	1
0662	525381014	BUTCHER, ALL-ROUND	036	1	1
0894	316681010	BUTCHER, MEAT (HOTEL & RE)	036	0	1
0054	529362010	BUTTERMAKER (DAIRY PROD.)	024	0	1
0055	660280010	CABINETMAKER	048	1	1
0056	821361010	CABLE INSTALLER-REPAIRER	036	0	1
0058	829361010	CABLE SPLICER	048	1	1
0059	822361010	CABLE TESTER (TEL. & TEL.)	048	0	1
0895	019281010	CALIBRATION LABORATORY TEC	048	1	1
0062	714281014	CAMERA REPAIRER	024	1	1
0790	899281010	CANAL-EQUIPMENT MECHANIC	024	1	1
0065	529361014	CANDY MAKER	036	0	1
0641	739381010	CANVAS WORKER	036	1	1
0642	622381014	CAR REPAIRER LOCO	048	1	1
0896	620281034	CARBURETOR MECHANIC AUTO	048	0	1

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0897	683582010	CARD CUTTER, JACQUARD	048	0	1
0898	680380010	CARD GRINDER (ASBESTOS PR)	048	0	1
0067	860381022	CARPENTER	048	1	1
0068	860281010	CARPENTER, MAINTENANCE	048	1	1
0762	860381034	CARPENTER, MOLD	072	0	1
1009	860381581	CARPENTER, PILEDRIVER	048	1	1
0069	860381042	CARPENTER, ROUGH	048	0	1
0070	860281014	CARPENTER, SHIP(WATER TRANS)	048	0	1
0899	929381010	CARPET CUTTER (RET. TR.)	012	0	1
0071	864381010	CARPET LAYER	036	0	1
0037	141081010	CARTOONIST, MOTION PICTURE	036	1	1
0042	761281010	CARVER, HAND	048	0	1
0072	633281010	CASH-REGISTER SERVICER	036	0	1
0043	653360010	CASING-IN-LINE SETTER (PRT	048	0	1
0073	739481010	CASKET ASSEMBLER	072	0	1
0074	502381010	CASTER (JEWELRY)	024	0	1
0044	502482010	CASTER (NONFER. MTL ALLOY)	024	0	1
0046	844681010	CELL MAKER (CHEM.)	012	0	1
0075	844364010	CEMENT MASON	024	1	1
0076	822361014	CENT-OFFICE INSTALLER TEL	048	1	1
0077	822281014	CENTRAL-OFFICE REPAIRER	048	1	1
0049	704381010	CHASER (JEWELRY; SILVERWAR	048	0	1
0078	529361018	CHEESEMAKER	024	0	1
0791	559382018	CHEMICAL OPERATOR III	036	0	1
0969	008261010	CHEMICAL-ENGINEERING TECH	048	0	1
0050	022261010	CHEMICAL-LABORATORY TECHNI	048	0	1
0053	018167010	CHIEF OF PARTY (PROFESS.)	048	0	1
0057	558260010	CHIEF OPERATOR (CHEM.)	036	0	1
0840	359342540	CHILD CARE DEV SPECIALIST	024	0	1
0849	899364010	CHIMNEY REPAIRER	012	0	1
0060	955382010	CLARIFYING-PLANT OPER(TEX)	012	0	1
0081	142061014	CLOTH DESIGNER	048	0	1
0609	639281014	COIN-MACH-SERVICE REPR	036	1	1
0084	970381010	COLORIST, PHOTOGRAPHY	024	0	1
0013	141081014	COMMERCIAL DESIGNER	048	0	1
0061	829261010	COMPLAINT INSPECTOR (LIGHT	048	0	1
0086	627261010	COMPOSING-ROOM MACHINIST	072	1	1
0087	973381010	COMPOSITOR	048	1	1
0817	213382010	COMPUTER-PERIPHERAL-EQ-OP	012	0	1
0336	620261022	CONST-EQUIP-MECHANIC	048	1	1
0904	712381014	CONTOUR WIRE SPEC DENTURE	048	0	1
0066	630381010	CONVEYOR-MAINTENANCE MECHO	024	0	1
0090	315361010	COOK (ANY IND)	024	1	1
0663	313361014	COOK (HOTEL & REST)	036	1	1
0722	313381026	COOK, PASTRY (HOTEL & RES)	036	1	1
0091	862281010	COPPERSMITH (SHIP & BOAT)	048	1	1
0094	518381014	COREMAKER	048	1	1

AMS	DOT CODE	OCCUPATION TITLE	TERM	NS	BAT
0095	863381010	CORK INSULATOR, REFRIG PLT	048	0	1
0851	372667018	CORRECTION OFFICER	012	0	1
0920	820361010	CORROSION-CONTROL FITTER	048	0	1
0096	332271010	COSMETOLOGIST	024	1	1
0569	045107010	COUNSELOR	024	0	1
0991	512662010	CUPOLA TENDER	036	1	1
0314	785261014	CUSTOM TAILOR (GARMENT)	048	0	1
1008	959361010	CUSTOMER SERVICE RERESENTAT	036	0	1
0097	781384010	CUTTER, FABRICS & MATERIAL	024	0	1
0613	781684014	CUTTER, MACHINE 1	036	1	1
0080	500381010	CYLINDER GRINDER (PRT&PUB)	060	1	1
0677	651362010	CYLINDER-PRESS OPERATOR	048	0	1
0099	629281018	DAIRY EQUIPMENT REPAIRER	036	0	1
0630	040061022	DAIRY TECHNOLOGIST	048	0	1
0082	298381010	DECORATOR (ANY IND.)	048	0	1
0100	740381010	DECORATOR (GLASS MFG.)	048	0	1
0101	079371010	DENTAL ASSISTANT	012	1	1
0102	712281010	DENTAL CERAMIST	024	0	1
0650	829261014	DENTAL-EQUIP INSTALLER AN	036	0	1
0103	712381018	DENTAL-LABORATORY TECH	036	1	1
0107	788281010	DESIGN & PATTERNMKR SHOE	024	0	1
0106	017261014	DESIGN DRAFTER, ELECTROMEC	048	0	1
0108	017261018	DETAILER	048	0	1
0083	770281010	DIAMOND SELECTOR (JEWELRY)	048	0	1
0085	633281014	DICTATING-TRANS-MACH SERV	036	0	1
0113	007161010	DIE DESIGNER	048	1	1
0114	601381010	DIE FINISHER	048	0	1
0115	601381014	DIE MAKER JEWELRY	048	0	1
0654	739381018	DIE MAKER PAPER GOODS	048	0	1
0668	601281010	DIE MAKER, BENCH, STAMPING	048	1	1
0118	601280010	DIE MAKER, STAMPING	036	0	1
0119	601280014	DIE MAKER, TRIM	048	1	1
0939	601280018	DIE MAKER, WIRE DRAWING	036	0	1
0120	601381018	DIE POLISHER (WIRE)	012	0	1
0121	612360010	DIE SETTER (FORGING)	024	0	1
0122	601280022	DIE SINKER	048	1	1
0124	625281010	DIESEL MECHANIC	048	1	1
0093	625261010	DIESEL-ENGINE TESTER	048	0	1
0763	077167010	DIETETIC INTERN	024	0	1
0820	187167030	DIRECTOR, FUNERAL	024	0	1
0970	159067014	DIRECTOR, TELEVISION	024	0	1
0098	142051010	DISPLAY DESIGNER (PROF&KIN)	048	0	1
0324	298081010	DISPLAYER, MERCHANDISE	012	0	1
0104	630381014	DOOR-CLOSER MECHANIC	036	0	1
0126	001261010	DRAFTER, ARCHITECTURAL	048	1	1
0018	017281022	DRAFTER, AUTOMOTIVE DESIGN	048	0	1
0019	017281026	DRAFTER, AUTO DESIGN LAYOUT	048	0	1

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0109	018261010	DRAFTER, CARTOGRAPHIC	048	0	1
0128	005281010	DRAFTER, CIVIL	048	1	1
0129	017261026	DRAFTER, COMMERCIAL	048	1	1
0130	017261030	DRAFTER, DETAIL	048	1	1
0131	003281010	DRAFTER, ELECTRICAL	048	0	1
0995	003281014	DRAFTER, ELECTRONIC	048	1	1
0133	017261034	DRAFTER, HEATING & VENTILA	048	0	1
0134	001261014	DRAFTER, LANDSCAPE	048	0	1
0135	014281010	DRAFTER, MARINE	048	1	1
0136	007281010	DRAFTER, MECHANICAL	048	1	1
0111	017261038	DRAFTER, PLUMBING	048	0	1
0139	005281014	DRAFTER, STRUCTURAL	036	1	1
0140	007261022	DRAFTER, TOOL DESIGN	048	1	1
0141	018261014	DRAFTER, TOPOGRAPHICAL	048	1	1
0957	850683018	DRAGLINE OPERATOR	012	0	1
0117	850663010	DREDGE OPERATOR (CONST,MIN)	012	0	1
0144	785361010	DRESSMAKER	048	0	1
0125	930482010	DRILLING-MACHINE OPERATOR	036	0	1
0649	362382014	DRY CLEANER	036	0	1
0145	842681010	DRY-WALL APPLICATOR	024	0	1
0127	962264010	EDITOR, FILM (MOTION PIC.)	048	0	1
0829	721281014	ELECT-MOTOR ASSEM & TESTER	048	0	1
0927	820361014	ELECT-MOTOR-GEN ASSEMBLY	024	0	1
0906	828251010	ELECT-SALES-SERV TECH	048	1	1
0171	629281022	ELECT-PROD-LINE-MAINT-MECH	012	0	1
0905	824281014	ELECTRIC-DIST CHECKER	030	0	1
0330	821361014	ELECTRIC-METER INSTALLER 1	048	0	1
0151	729281014	ELECTRIC-METER REPAIRER	048	0	1
0792	821381010	ELECTRIC-METER TESTER	048	0	1
0149	721281018	ELECTRIC-MOTOR REPAIRER	048	1	1
0652	729684022	ELECTRIC-SIGN ASSEMBLER	048	0	1
0150	729281022	ELECTRIC-TOOL REPAIRER	048	0	1
0132	825261010	ELECTRIC-TRACK-SWITCH MAIN	048	0	1
0155	003161010	ELECTRICAL TECHNICIAN	048	0	1
0154	723381010	ELECTRICAL-APPLIANCE REPAI	036	0	1
0156	827261010	ELECTRICAL-APPLIANCE SERV	036	1	1
0157	729281026	ELECTRICAL-INSTRUMENT REPR	036	1	1
0159	824261010	ELECTRICIAN	048	1	1
0771	825381030	ELECTRICIAN SHIP & BOAT	048	0	1
0158	825281014	ELECTRICIAN WATER TRANS	048	0	1
0160	825281018	ELECTRICIAN, AIRPLANE	048	1	1
0161	825281022	ELECTRICIAN, AUTOMOTIVE	024	1	1
0162	825281026	ELECTRICIAN, LOCOMOTIVE	048	0	1
0643	829261018	ELECTRICIAN, MAINTENANCE	048	1	1
0163	820261014	ELECTRICIAN, POWERHOUSE	048	1	1
0164	823281014	ELECTRICIAN, RADIO	048	1	1
0166	820261018	ELECTRICIAN, SUBSTATION	036	0	1

AMS	DOT CODE	OCCUPATION TITLE	TERM	NS	BAT
0167	710281018	ELECTROMECHANICAL TECHNICI	036	1	1
0168	729281030	ELECTROMEDICAL-EQUIP REPR	024	0	1
0137	828261010	ELECTRONIC-ORGAN TECHNICIA	024	0	1
0617	979282540	ELECTRONIC PRE-PRESS SYS OP	060	0	1
0170	828281010	ELECTRONICS MECHANIC	048	1	1
0169	003161014	ELECTRONICS TECHNICIAN	048	1	1
0570	726281014	ELECTRONICS TESTER I	036	0	1
0967	726367014	ELECTRONICS UTILITY WORKER	048	0	1
0172	974381010	ELECTROTYPER	060	1	1
0138	850663014	ELEVATING-GRADER OPERATOR	024	0	1
0173	825361010	ELEVATOR CONSTRUCTOR	048	0	1
0174	825281030	ELEVATOR REPAIRER	048	1	1
0665	338371014	EMBALMER (PER. SER.)	024	0	1
0704	659382010	EMBOSSER	024	0	1
0684	659682014	EMBOSSING-PRESS OPERATOR	048	0	1
0730	079374010	EMERGENCY MEDICAL TECH	036	1	1
0249	600260010	ENG MODEL MKR INST & APP	048	1	1
0176	625281018	ENGINE REPAIRER, SERVICE	048	0	1
0143	704381018	ENGINE TURNER (JEWELRY)	030	0	1
0782	604280010	ENGINE-LATHE SET-UP OP, TL	030	0	1
0142	604380018	ENGINE-LATHE SET-UP OPERAT	030	0	1
0764	007161018	ENGINEERING ASST, MECH EQU	048	0	1
0705	979381010	ENGRAVER 1	060	1	1
0178	775381010	ENGRAVER GLASS	024	0	1
0146	979281014	ENGRAVER, BLOCK(PRT & PUB)	048	0	1
0806	704381026	ENGRAVER, HAND, HARD METAL	048	0	1
0147	704381030	ENGRAVER, HAND, SOFT METAL	048	0	1
0963	979382014	ENGRAVER, MACHINE	048	0	1
0179	704382010	ENGRAVER, PANTOGRAPH I	048	0	1
0148	979281018	ENGRAVER, PICTURE(PRT&PUB)	120	0	1
0915	651382010	ENGRAVING PRESS OPERATOR	036	0	1
0180	641680010	ENVELOPE-FOLD-MACH AD	036	0	1
0637	637261014	ENVIRONMENTAL-CONTROL-SYST	036	1	1
0165	822381010	EQUIPMENT INSTALLER (TEL.)	048	0	1
0965	019261014	ESTIMATOR AND DRAFTER	048	0	1
0175	971261010	ETCHER, HAND (PRINT & PUB)	060	1	1
0182	971381014	ETCHER, PHOTOENGRAVING	048	1	1
0184	600260014	EXPER MECH MOTOR & BIKES	048	0	1
0183	739381026	EXPERIMENTAL ASSEMBLER	024	0	1
1000	383364010	EXTERMINATOR, TERMITE	024	0	1
0185	557382010	EXTRUDER OP PLASTICS	012	0	1
0833	809381010	FABRICATOR-ASSEM MTL PROD	048	0	1
0187	624281010	FARM-EQUIPMENT MECH 1	036	1	1
0789	624381014	FARM-EQUIPMENT MECH II	048	0	1
0177	421161010	FARMER, GENERAL (AGRIC.)	048	0	1
0981	421683010	FARMWORKER, GENERAL I	012	0	1
0808	612260010	FASTENER TECHNOLOGIST	036	0	1

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0916	828261014	FIELD ENGINEER	030	1	1
0960	193262018	FIELD ENGINEER RADIO & TV	048	1	1
0921	976382018	FILM DEVELOPER	036	0	1
0907	976684014	FILM LAB TECHNICIAN	036	1	1
0908	976381010	FILM LAB TECHNICIAN I	036	1	1
0181	712681018	FINISHER, DENTURE(MED SER)	012	0	1
0535	373364640	FIRE APPARATUS ENGINEER	036	1	1
0576	373134010	FIRE CAPTAIN	036	1	1
0541	373364641	FIRE ENGINEER	012	1	1
0195	373364010	FIRE FIGHTER	036	1	1
0192	373663010	FIRE FIGHTER, CRASH, FIRE	012	0	1
0516	373267010	FIRE INSPECTOR	048	1	1
0754	373364014	FIRE MEDIC	042	1	1
0193	632261014	FIRE-CONTROL MECHANIC	030	1	1
0188	573662010	FIRER, KILN (POTT. & PORC)	036	0	1
0902	379167010	FISH & GAME WARDEN GOV SER	024	1	1
0197	801381014	FITTER (MACH. SHOP)	024	0	1
0189	801261014	FITTER I (ANY IND.)	036	0	1
0198	600380010	FIXTURE MAKER LIGHTING	024	0	1
0190	621381010	FLIGHT-TEST SHOP MECHANIC	060	1	1
0199	864481010	FLOOR LAYER	036	1	1
0202	142081010	FLORAL DESIGNER	012	0	1
0201	622381026	FLR COVER LAYER LOCO CAR	036	0	1
0194	653382010	FOLDING-MACHINE OPERATOR	024	0	1
0026	653360014	FOLDING-MACHINE SETTER	048	0	1
0203	626261010	FORGE-SHOP-MACHINE REPAIRE	036	0	1
0196	611482010	FORGING-PRESS OPERATOR I	012	0	1
0206	860381046	FORM BUILDER (CONST.)	024	0	1
0205	693280010	FORM BUILDER AEROSPACE	048	1	1
0200	619361010	FORMER, HAND (ANY IND.)	024	0	1
0048	575382014	FORMING-MACHINE OPERATOR	048	0	1
0207	011061010	FOUNDRY METALLURGIST	048	0	1
0208	616380010	FOUR-SLIDE-MACHINE SETTER	024	0	1
0204	539362014	FOURDRINIER-MACHINE TENDER	036	0	1
0211	529482010	FREEZER OPERATOR (DAIRY)	012	0	1
0215	730281026	FRETTED-INSTRUMENT REPAIR	036	0	1
0209	620281038	FRONT-END MECHANIC	048	1	1
0922	625281022	FUEL INJECTION SERVICER	048	1	1
0610	638381010	FUEL SYSTEM MAINT. WORKER	024	1	1
0220	783381010	FUR CUTTER (FUR GOODS)	024	0	1
0224	142081014	FUR DESIGNER (FUR GOODS)	048	0	1
0210	783381014	FUR FINISHER (FUR GOODS)	024	0	1
0794	862361010	FURNACE INSTALLER	036	0	1
0678	869281010	FURNACE INSTALLER & REPAIR	048	0	1
0944	512362014	FURNACE OPERATOR	048	0	1
0225	142061022	FURNITURE DESIGNER	048	0	1
0212	763381010	FURNITURE FINISHER	036	1	1

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0213	780381018	FURNITURE UPHOLSTERER	048	1	1
0214	783261010	FURRIER (FUR GOODS)	048	0	1
0226	914384010	GAGER (PETROL. PROD.)	024	0	1
0228	670362010	GANG SAWYER, STONE	024	0	1
0917	637261018	GAS APPLIANCE SERVICER	036	0	1
0230	625281026	GAS-ENGINE REPAIRER	048	0	1
0964	862361014	GAS-MAIN FITTER	048	0	1
0331	710381022	GAS-METER MECHANIC I	036	0	1
0232	710381026	GAS-REGULATOR REPAIRER	036	0	1
0594	953384640	GAS UTILITY WORKER	024	0	1
0241	602382010	GEAR HOBBER SET-UP OPERATO	048	0	1
0234	602380010	GEAR-CUTTING MACH SET-UP O	036	0	1
0664	602280010	GEAR-CUTTING-MACH SETUP OP	036	0	1
0242	770281014	GEM CUTTER (JEWELRY)	036	0	1
0217	018167014	GEODETIC COMPUTER	024	0	1
0218	772381010	GLASS BENDER (SIGNS)	048	0	1
0219	772681010	GLASS BLOWER	036	0	1
0768	772281010	GLASS BLOWER, LAB APPRATUS	048	1	1
0714	865684010	GLASS INSTALLER AUTO	024	0	1
0243	772482010	GLASS-BLOWING-LATHE OPERAT	048	0	1
0221	865381010	GLAZIER	036	1	1
0222	779381010	GLAZIER, STAINED GLASS	048	1	1
0984	669587010	GRADER (WOODWORKING)	048	0	1
0010	141061018	GRAPHIC DESIGNER	018	1	1
0934	406683010	GREENSKEEPER II	024	0	1
0244	603482030	GRINDER I (CLOCK & WATCH)	048	0	1
0671	603280018	GRINDER OP TOOL PRECISN	048	0	1
0974	603280030	GRINDER SET-UP OP, UNIVERS	048	1	1
0229	632281010	GUNSMITH	048	1	1
0245	783381018	HARNESS MAKER	036	0	1
0248	730281034	HARPSICHORD MAKER	024	0	1
0253	661381010	HAT-BLOCK MAKER (WOODWORK)	036	0	1
0591	168364640	HAZARDOUS-WASTE MATRIAL TECH	024	1	1
0831	667662010	HEAD SAWYER	036	1	1
0602	079364641	HEALTH CARE SANITARY TECH	012	0	1
0233	504382014	HEAT TREATER 1	048	1	1
0257	007181010	HEAT-TRANSFER TECHNICIAN	048	0	1
0947	612361010	HEAVY FORGER	048	1	1
0835	079224010	HOME HEALTH TECHNICIAN	012	1	1
1001	419224010	HORSE TRAINER	012	0	1
0235	418381010	HORSESHOER	030	0	1
0236	040061038	HORTICULTURIST	036	0	1
0943	381684680	HOUSEKEEPER, COM, RES, IND	012	0	1
0783	626381018	HYDRAUL-PRESS SER AMMU	024	0	1
0237	631261010	HYDROELECTRIC-MACHINERY ME	036	0	1
0238	952362018	HYDROELECTRIC-STATION OPER	036	1	1
0239	710381030	HYDROMETER CALIBRATOR	024	0	1

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0240	141061022	ILLUSTRATOR (PROFES & KIN)	048	1	1
0016	142061026	INDUSTRIAL DESIGNER	048	0	1
0259	012267010	INDUSTRIAL ENGINEERING TEC	048	0	1
0246	556382014	INJECTION-MOLDING-MACH OP	012	0	1
0941	168167030	INSPECTOR, BUILDING	036	0	1
0968	710381038	INSPECTOR, MECH & ELECTRIC	048	0	1
0581	168267058	INSPECTOR, MOTOR VEHICLES	024	0	1
0992	168287014	INSPECTOR, QUAL. ASSURANCE	036	1	1
0636	601261010	INSPECTOR,SET-UP & LAY-OUT	048	0	1
0775	710261010	INST REPR ANY INDUSTRY	048	1	1
0252	710281030	INSTR TECH LIGHT,HEAT,PWR	048	0	1
0251	600280010	INSTRUMENT MAKER	048	1	1
0254	600280014	INSTRUMENT MAKER & REPAIR	060	0	1
0644	710281026	INSTRUMENT MECH ANY INDUST	048	1	1
0255	003261010	INSTRUMENTATION TECHNICIAN	048	0	1
0996	711281014	INSTRUMT MECH, WEAPONS SYS	048	1	1
0909	863364014	INSULATION WORKER	048	1	1
0265	142051014	INTERIOR DESIGNER	024	0	1
0579	376267018	INVESTIGATOR, PRIVATE	012	0	1
0270	683662010	JACQUARD-LOOM WEAVER	048	0	1
0258	685381010	JACQUARD-PLATE MAKER	012	0	1
0260	700281010	JEWELER	030	0	1
0261	761381014	JIG BUILDER(WOOD, BOX)	024	0	1
0262	973381018	JOB PRINTER	048	1	1
0263	600380014	JOB SETTER	036	0	1
0264	860381050	JOINER (SHIP & BOAT BLDG.)	048	1	1
0266	563382010	KILN OPERATOR(WOODWORKING)	036	1	1
0273	685360010	KNITTER MECHANIC	048	0	1
0850	689280014	KNITTING-MACHINE FIXER	048	0	1
0267	029361018	LABORATORY ASSISTANT	036	0	1
0621	011281010	LABORATORY ASSISTANT, METALLU	024	0	1
0268	019381010	LABORATORY TECHNICIAN	012	0	1
0269	029261010	LABORATORY TESTER	024	1	1
0271	408161010	LANDSCAPE GARDENER	048	1	1
0574	408684640	LANDSCAPE MANGEMENT TECH	012	0	1
0571	408364640	LANDSCAPE TECHNICIAN	024	0	1
0275	761381018	LAST-MODEL MAKER	048	0	1
0272	842361010	LATHER	036	0	1
0691	629261010	LAUNDRY-MACHINE MECHANIC	036	0	1
0554	716381014	LAY-OUT TECHNICIAN	048	0	1
0825	809281010	LAY-OUT WORKER I(ANY IND.)	048	0	1
0274	819281010	LEAD BURNER	048	1	1
0935	781381018	LEATHER STAMPER	012	0	1
0800	201362010	LEGAL SECRETARY	012	1	1
0280	970661014	LETTERER (PROFESS & KIN)	024	0	1
0276	962362014	LIGHT TECHNICIAN	048	0	1
0281	821361018	LINE ERECTOR	036	1	1

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0282	822381014	LINE INSTALLER-REPAIRER	048	1	1
0283	821261014	LINE MAINTAINER	048	1	1
0284	821361026	LINE REPAIRER	036	0	1
0279	740681010	LINER (POTTERY & PORC.)	036	0	1
0286	650582010	LINOTYPE OPERATOR (PRINT)	060	0	1
0683	651382014	LITHOGRAPH-PRESS OPER II	048	0	1
0063	972381010	LITHOGRAPHIC PLATEMAKER	048	1	1
0289	709281010	LOCKSMITH	048	1	1
0287	910363014	LOCOMOTIVE ENGINEER	048	1	1
0290	661281010	LOFT WORKER (SHIP & BOAT)	048	0	1
0900	454684018	LOGGER, ALL-ROUND	024	1	1
0299	620281042	LOGGING-EQUIPMENT MECHANIC	048	0	1
0632	019167010	LOGISTICS ENGINEER	048	0	1
0841	683260018	LOOM FIXER	036	0	1
0301	638361010	MACHINE ASSEMBLER	024	0	1
0291	600281022	MACHINE BUILDER	030	1	1
0293	638261014	MACHINERY ERECTOR	048	0	1
0302	628281010	MACHINE FIXER (CARPET&RUG)	048	0	1
0305	689260010	MACHINE FIXER (TEXTILE)	036	0	1
0541	616360018	MACHINE OPERATOR, I	012	0	1
0292	638261030	MACHINE REPAIRER, MAINTEN	048	1	1
0327	649380010	MACHINE SET-UP OPER, PAPER	048	0	1
0958	600380018	MACHINE SET-UP OPERATOR	024	1	1
0938	616360022	MACHINE SETTER	048	0	1
0317	600380022	MACHINE SETTER (CLOCK)	048	0	1
0321	669280010	MACHINE SETTER (WOODWORK)	048	0	1
0659	600360010	MACHINE TRY-OUT SETTER	048	0	1
0296	600280022	MACHINIST	048	1	1
0294	600280034	MACHINIST, AUTOMOTIVE	048	1	1
0295	600280038	MACHINIST, EXPERIMENTAL	048	0	1
0297	627261022	MACHINIST, LINOTYPE	048	0	1
0298	623281026	MACHINIST, MARINE ENGINE	048	1	1
0191	714281018	MACHINIST, MOTION-PIC EQUI	024	0	1
0300	623281030	MACHINIST, OUTSIDE (SHIP)	048	1	1
0303	669380014	MACHINIST, WOOD	048	1	1
0304	222587030	MAILER	048	1	1
0308	638281014	MAINT MECH(ANY INDUSTRY)	048	1	1
0307	629281030	MAINT MECH(GRAIN & FEED)	024	0	1
0022	620281046	MAINT MECH(PETRO, CONST)	048	1	1
0311	899261014	MAINT REPAIRER, INDUSTRIAL	048	1	1
0306	600280042	MAINTENANCE MACHINIST	048	1	1
0020	630261010	MAINTENANCE MECH, COMP-GAS	048	0	1
0309	822281018	MAINTENANCE MECHANIC, TELE	042	0	1
0310	899381010	MAINTENANCE REPAIRER, BUIL	024	1	1
0593	187167106	MANAGER, FOOD SERVICE	036	0	1
0578	185167046	MANAGER, RETAIL STORE	036	0	1
0973	861664010	MARBLE FINISHER	024	1	1

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0313	861381030	MARBLE SETTER	036	0	1
0946	806261026	MARINE-SERVICE TECHNICIAN	036	1	1
0856	221167014	MATERIAL COORDINATOR(CLER)	024	1	1
0328	019061014	MATERIALS ENGINEER	060	0	1
0316	316684018	MEAT CUTTER	036	0	1
0777	007161026	MECH-ENGINEERING TECHNICN	036	1	1
0318	621381014	MECHANIC, AIRCRAFT ACCESS	048	1	1
0319	620381014	MECHANIC, ENDLESS TRACK VE	048	0	1
0320	621281026	MECHANIC, FIELD & SERVICE	048	1	1
0153	620281050	MECHANIC, INDUSTRIAL TRUCK	048	1	1
0337	620381018	MECHANICAL-UNIT REPAIRER	048	0	1
0751	201362014	MEDICAL SECRETARY	012	1	1
0338	712261010	MEDICAL-APPARATUS MODEL MK	024	0	1
0323	078381014	MEDICAL-LABORATORY TECHNIC	024	1	1
0325	619360014	METAL FABRICATOR	048	1	1
0329	823281018	METEOROLOGICAL EQUIP REPR	048	1	1
0940	025062010	METEOROLOGIST	036	1	1
0332	710281034	METER REPAIRER (ANY IND.)	036	0	1
0333	521662010	MILLER, WET PROCESS	036	0	1
0334	605280010	MILLING-MACHINE SET-UP OP	030	0	1
0335	638281018	MILLWRIGHT	048	1	1
0350	622381030	MINE-CAR REPAIRER	024	0	1
0354	939281010	MINER I (MINING & QUARRY)	012	0	1
0358	693381014	MOCK-UP BUILDER (AIRCRAFT)	048	0	1
0343	777381014	MODEL & MOLD MKR(BRICK)	024	0	1
0344	777381018	MODEL & MOLD MKR, PLASTER	048	0	1
0339	709381014	MODEL BUILDER(FURN)	024	0	1
0363	693380010	MODEL MAKER (CLOCK & WATCH)	048	0	1
0341	693361010	MODEL MAKER(AIRCRAFT)	048	1	1
0773	709381018	MODEL MAKER(JEWELRY)	048	0	1
0340	777281014	MODEL MAKER(POTTERY)	024	0	1
0780	600260018	MODEL MAKER, FIREARMS	048	0	1
0846	806280540	MODEL MAKER, METAL(AUTO.)	048	0	1
0342	661380010	MODEL MAKER, WOOD	048	1	1
0347	777381022	MOLD MAKER II (JEWELRY)	024	0	1
0346	700381034	MOLD MAKER I(JEWELRY)	048	0	1
0345	777681010	MOLD MAKER(POTTERY)	036	0	1
0116	601280030	MOLD MAKER, DIE-CAST & P	048	0	1
0348	556380010	MOLD SETTER	012	0	1
0349	518361010	MOLDER	048	0	1
0351	693381022	MOLDER, PATTERN (FOUNDRY)	024	0	1
0367	650582014	MONOTYPE-KEYBOARD OPERATOR	036	0	1
0352	861361014	MONUMENT SETTER (CONST.)	048	0	1
0353	779381014	MOSAIC WORKER	036	0	1
0932	850663022	MOTOR-GRADER OPERATOR	036	1	1
0355	623281038	MOTORBOAT MECHANIC	036	0	1
0356	620281054	MOTORCYCLE REPAIRER	036	0	1

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0931	616260014	MULT-OPER FORM MACH SET	048	0	1
0369	078362540	MULTI-COMPETENT CLIN ASST	024	1	1
0371	612462010	MULTI-OPERATION-MACHINE OP	036	0	1
0692	824281018	NEON-SIGN SERVICER	060	0	1
1010	011261018	NONDESTRUCTIVE TESTER	012	0	1
0845	609662010	NUMERICAL-CONTROL-MACH OP	048	1	1
0824	355674014	NURSE AIDE	012	1	1
0837	079374014	NURSE, LICENSED PRACTICAL	012	1	1
0359	633281018	OFFICE-MACHINE SERVICER	036	1	1
0537	971381018	OFFSET-PLATE MAKER	048	0	1
0361	651482010	OFFSET-PRESS OP(PRINT & PUB)	048	1	1
0966	862281018	OIL-BURNER-SERVICER & INST	024	0	1
0364	629381014	OIL-FIELD EQUIP MECHANIC	024	0	1
0365	859683010	OPERATING ENGINEER	036	1	1
0250	711381010	OPTICAL-INSTRUMENT ASSEMBL	024	1	1
0032	716280014	OPTICIAN(OP GOODS,RET.TR.)	060	1	1
0377	716280008	OPTICIAN (OPTICAL GOODS)	048	0	1
0370	713361014	OPTICIAN-DISPENSING I	048	0	1
0089	299474010	OPTICIAN-DISPENSING II	024	0	1
0368	007161030	OPTOMECHANICAL TECHNICIAN	048	0	1
0372	632261018	ORDNANCE ARTIFICER(GOV)	036	1	1
0373	809381022	ORNAMENTAL-IRON WORKER	036	1	1
0374	619260008	ORNAMENTAL-METAL WORKER	048	0	1
0910	788261010	ORTHO-BOOT-SHOE DES MAKER	060	0	1
0911	712381034	ORTHOTICS TECHNICIAN	012	1	1
0458	078261018	ORTHOTIST	060	1	1
0375	712381030	ORTHODONTIC TECHNICIAN	024	0	1
0378	623281042	OUTBOARD-MOTOR MECHANIC	024	0	1
0380	806281046	OUTSIDE PRODUCTION INSPECT	048	0	1
0384	628261010	OVERHAULER (TEXTILE)	024	0	1
0379	840381010	PAINTER	036	1	1
0626	144061010	PAINTER(PROFESS. & KIN.)	024	0	1
0383	970381022	PAINTER, HAND (ANY IND.)	036	0	1
0385	840381018	PAINTER, SHIPYARD (SHIP)	036	1	1
0386	970381026	PAINTER, SIGN	048	1	1
0381	845381014	PAINTER, TRANS EQUIP	036	1	1
0389	605382022	PANTOGRAPH-MACH SET-UP OP	024	0	1
0390	841381010	PAPERHANGER	024	1	1
1003	119267026	PARALEGAL ASSISTANT	036	1	1
0543	079374520	PARAMEDIC	024	1	1
0392	979381018	PASTE-UP COPY-CAMERA OPER	036	0	1
0710	781381026	PATTERMAKER(TEXTILES)	036	0	1
0923	754381014	PATTERNMAKER, PLASTICS	036	0	1
0394	693281014	PATTERNMAKER(SPRING)	048	0	1
0796	703381010	PATTERNMAKER(STONE)	048	0	1
0857	693280014	PATTERNMAKER, ALL-AROUND	060	0	1
0395	600280050	PATTERNMAKER, METAL	060	1	1

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0396	693281018	PATTERNMAKER, METAL,BENCH	060	0	1
0397	777381030	PATTERNMAKER, PLASTER	042	1	1
0398	661281022	PATTERNMAKER, WOOD	060	1	1
0982	502384010	PEWTER CASTER	036	0	1
0986	700381581	PEWTER FABRICATOR	048	0	1
0983	700281026	PEWTER FINISHER	024	0	1
0987	700381582	PEWTER TURNER	048	0	1
0988	700261010	PEWTERER	024	0	1
0844	074381010	PHARMACIST ASSISTANT	012	0	1
0924	714281022	PHOTO-EQUIPMENT TECHNICIAN	036	0	1
0285	203582042	PHOTOCOMPOSING-PERFORAT-MA	024	0	1
0399	971381022	PHOTOENGRAVER	060	0	1
0400	971381030	PHOTOENGRAVING FINISHER	060	1	1
0401	971381034	PHOTOENGRAVING PRINTER	060	1	1
0402	971381038	PHOTOENGRAVING PROOFER	060	0	1
0546	018260580	PHOTOGRAMMETRIC TECHNICIAN	036	0	1
0405	971382014	PHOTOGRAPHER, PHOTOENGRAVING	072	1	1
0912	970281018	PHOTOGRAPHER RETOUCHER	036	0	1
0685	972382014	PHOTOGRAPHER, LITHOGRAPHIC	060	1	1
0955	143062022	PHOTOGRAPHER, MOTION PICTU	036	1	1
0403	143062030	PHOTOGRAPHER, STILL	036	1	1
0563	714281026	PHOTOGRAPHIC EQUIP MAINTEN	036	1	1
0407	714381018	PHOTOGRAPHIC-PLATE MAKER	048	0	1
0408	730281038	PIANO TECHNICIAN	048	0	1
0793	730361010	PIANO TUNER	036	0	1
0623	197133026	PILOT, SHIP	036	0	1
0387	829381010	PINSETTER ADJUSTER, AUTOMA	036	0	1
0985	638261022	PINSETTER MECH, AUTOMATIC	024	0	1
0411	863381014	PIPE COVER & INS(SHIP,BOAT)	048	0	1
0414	862281022	PIPE FITTER(ANY INDUSTRY)	048	1	1
0417	730281042	PIPE-ORGAN BUILDER	036	0	1
0412	862261010	PIPE-FITTER(SHIP & BOAT)	048	0	1
0388	730361014	PIPE-ORGAN TUNER & REPAIR	048	0	1
0961	570682014	PLANT OPERATOR	036	1	1
0393	559362026	PLANT OPERATOR, FURNACE PR	048	0	1
0404	777381038	PLASTER-PATTERN CASTER	060	0	1
0423	842361018	PLASTERER	024	1	1
0426	601381026	PLASTIC TOOL MAKER	048	0	1
0843	601381030	PLASTIC-FIXTURE BUILDER	048	0	1
0186	754381018	PLASTICS BENCH MECHANIC	024	1	1
0427	659360010	PLATE FINISHER (PRINT)	072	0	1
0430	651362018	PLATEN-PRESS OPERATOR	048	0	1
0431	500380010	PLATER	036	1	1
0432	862381030	PLUMBER	048	1	1
0959	621381022	PNEUMATIC TESTER & MECH	030	1	1
0434	630281010	PNEUMATIC-TOOL REPAIRER	048	0	1
0435	630281014	PNEUMATIC-TUBE REPAIRER	024	0	1

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0406	079374018	PODIATRIC ASSISTANT	024	0	1
0437	375263014	POLICE OFFICER I	024	1	1
0901	667682050	PONY EDGER (SAWMILL)	024	1	1
0596	243367014	POST-OFFICE CLERK	024	1	1
0439	774382010	POTTERY-MACHINE OPERATOR	036	0	1
0440	952382018	POWER-PLANT OPERATOR	048	1	1
0441	625281030	POWER-SAW MECHANIC	036	0	1
0442	821361034	POWER-TRANSFORMER REPAIRER	048	0	1
0443	631261014	POWERHOUSE MECHANIC	048	1	1
0410	828381014	PRECISION ASSEMBLER	036	0	1
0962	706681010	PRECISION ASSEMBLER, BENCH	024	0	1
0277	716382018	PRECISION-LENS GRINDER	048	1	1
0925	627281010	PRESS MAINTAINER	048	0	1
0928	617260010	PRESS OPERATOR HEAVY DUTY	048	0	1
0452	651382026	PRINTER, PLASTIC	048	0	1
0451	659662010	PRINTER-SLOTTER OPERATOR	048	1	1
0679	972281010	PROCESS ARTIST	060	1	1
0557	921363640	PROCESS/SHIPPING TECHNICIAN	048	0	1
0913	962167014	PROGRAM ASSISTANT	036	1	1
0949	020167022	PROGRAMER, ENGR & SCIENTIF	048	1	1
0811	020162014	PROGRAMMER, BUSINESS	024	1	1
0413	976381018	PROJECT PRINTER (PHOTOFIN)	048	0	1
0288	651582010	PROOF-PRESS OPERATOR	060	1	1
0415	973381030	PROOFSHEET CORRECTOR (PRT)	048	0	1
0455	962281010	PROP MAKER (AMUSE & REC)	048	0	1
0456	721281026	PROPULSION-MOTOR & GENERAT	048	0	1
0416	930382018	PROSPECTING DRILLER (PETR)	024	0	1
0376	712381038	PROSTHETICS TECHNICIAN	048	1	1
0418	078261022	PROSTHETIST (PER PROTEC)	060	1	1
0459	822361018	PROTECTIVE-SIGNAL INSTALLE	048	1	1
0006	822361022	PROTECTIVE-SIGNAL REPAIRER	036	1	1
0646	822381018	PRVTE-BRNCH-EXC INST TEL	048	0	1
1006	822281022	PRVTE-BRNCH-EXC REPAIRER	048	1	1
0419	637281010	PUMP ERECTOR (CONST.)	024	0	1
0933	630281018	PUMP SERVICER	036	0	1
0950	914382014	PUMPER-GAGER	036	1	1
0948	162157038	PURCHASING AGENT	048	0	1
0461	551362010	PURIFICATION OPERATOR	048	0	1
0936	701261010	QUALITY-CONTROL INSPECTOR	024	1	1
0462	012261014	QUALITY-CONTROL TECHNICIAN	024	1	1
1007	199167010	RADIATION MONITOR	048	0	1
0465	823261018	RADIO MECHANIC (ANY IND.)	036	1	1
0466	720281010	RADIO REPAIRER (ANY IND.)	048	0	1
0952	193262026	RADIO STATION OPERATOR	048	1	1
0468	199361010	RADIOGRAPHER	048	0	1
0926	194362010	RECORDING ENGINEER	024	0	1
0420	552362018	RECOVERY OPERATOR (PAPER)	012	0	1

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0807	620281087	RECREATIONAL VEHICLE MECH	048	0	1
0852	549260010	REFINERY OPERATOR	036	0	1
0666	637261026	REFRIG MECH (ANY IND)	036	1	1
0918	637381014	REFRIG UNIT REPAIRER	036	0	1
0471	801684026	REINFORCING METAL WORKER	036	0	1
0975	821261018	RELAY TECHNICIAN	024	0	1
0687	729281038	RELAY TESTER	048	0	1
0674	630261018	REPAIRER I(CHEM)	048	0	1
0421	701381010	REPAIRER, HANDTOOLS	042	0	1
0997	620381022	REPAIRER, HEAVY	024	0	1
0422	626384010	REPAIRER, WELDING EQUIPMEN	024	0	1
1005	626261014	REPAIRER, WELDING SYS & EQ	042	0	1
0092	976361010	REPRODUCTION TECHNICIAN	012	0	1
0788	002280010	RESEARCH MECH(AIRCRAFT)	048	0	1
0564	860381640	RESIDENTIAL CARPENTER	024	0	1
0424	719361010	RETICLE INSPECTOR	048	0	1
0472	970381030	RETOUCHER, PHOTOENGRAVING	060	1	1
0474	921260010	RIGGER	036	1	1
0473	806261014	RIGGER (SHIP & BOAT BLDG.)	024	0	1
0475	693281026	ROCKET-ENGINE MECHANIC	048	0	1
0425	621281030	ROCKET-ENGINE-COMPONENT ME	048	0	1
0428	619462010	ROLL THREADER OPERATOR	012	0	1
0795	979681018	ROLLER ENGRAVER HAND	024	0	1
0480	866381010	ROOFER	036	1	1
0481	651362026	ROTOGRAVURE-PRESS OPERATOR	048	0	1
0429	559381014	RUBBER TESTER (RUBBER GOODS)	048	0	1
0484	733381014	RUBBER-STAMP MAKER	048	0	1
0485	630281030	RUBBERIZING MECHANIC	048	0	1
0433	369384014	RUG CLEANER, HAND	012	0	1
0487	783381026	SADDLE MAKER (LEATHER)	024	0	1
0488	869381022	SAFE & VAULT SERVICE MECH	048	0	1
0753	279357062	SALESPERSON, PARTS	024	0	1
0490	600280054	SAMPLE MAKER, APPLIANCES	048	0	1
0436	785361018	SAMPLE STITCHER (GARMENT)	048	0	1
0491	693380014	SAMPLE-BODY BLDR(AUTO)	048	0	1
0493	673382010	SANDBLASTER, STONE	036	0	1
0495	701381014	SAW FILER (ANY IND.)	048	1	1
0496	601381034	SAW MAKER (CUT. & TOOLS)	036	0	1
0497	633281026	SCALE MECHANIC	048	1	1
0855	972282010	SCANNER OPERATOR	024	0	1
0520	979684034	SCREEN PRINTER	024	1	1
0502	604380022	SCREW-MACH SET-UP OP PROD	048	1	1
0506	604280018	SCREW-MACH SET-UP OP SING	036	0	1
0444	604382014	SCREW-MACHINE OP SINGLE SP	036	0	1
0500	604382010	SCREW-MACHINE OPERATOR MU	048	0	1
0445	201362026	SCRIPT SUPERVISOR(MOT PIC)	018	0	1
0446	807381022	SERVICE MECHANIC(AUTO MFG)	024	0	1

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0615	821564640	SERVICE PLANNER	048	0	1
0508	639281018	SEWING-MACHINE REPAIRER	036	1	1
0510	804281010	SHEET METAL WORKER	048	1	1
0513	806381046	SHIPFITTER (SHIP & BOAT)	048	1	1
0611	623281720	SHIP PROPELLER FINISHER	036	1	1
0979	860381058	SHIPWRIGHT (SHIP & BOAT)	048	1	1
0514	365361014	SHOE REPAIRER	036	1	1
0812	788381014	SHOEMAKER, CUSTOM	036	0	1
0524	716280541	SHOP OPTICIAN, BENCHROOM	048	0	1
0526	716280540	SHOP OPTICIAN, SURFACE ROOM	048	0	1
0515	785361022	SHOP TAILOR (GARMENT)	048	0	1
0447	979381030	SIDEROGRAPHER (PRT & PUB)	060	0	1
0517	869381026	SIGN ERECTOR 1	048	1	1
0518	970281022	SIGN WRITER, HAND	012	0	1
0942	822281026	SIGNAL MAINTAINER (RR & T)	048	0	1
0519	979681022	SILK-SCREEN CUTTER	036	1	1
0522	700281022	SILVERSMITH(SILVERWARE)	036	0	1
0448	979381034	SKETCH MAKER I (PRT & PUB)	060	0	1
0523	972381018	SKETCH MAKER II (PRINT)	048	0	1
0993	806381054	SKIN FITTER	048	1	1
0525	625281034	SMALL-ENGINE MECHANIC	024	0	1
0449	861381034	SOFT-TILE SETTER (CONST)	036	0	1
0450	040261010	SOIL-CONSERVATION TECHNIC	036	0	1
0453	700381050	SOLDERER (JEWELRY)	036	0	1
0527	194262018	SOUND MIXER	048	0	1
0528	829281022	SOUND TECHNICIAN	036	0	1
0530	619362018	SPINNER, HAND	036	0	1
0457	616260018	SPRING COILING MACHINE SET	048	0	1
0532	616280010	SPRING MAKER	048	0	1
0533	619380018	SPRING REPAIRER, HAND	048	0	1
0534	619280018	SPRING-MANUFACTRG SET-UP	048	0	1
0521	962261014	STAGE TECHNICIAN	036	0	1
0382	142061054	STAINED GLASS ARTIST	048	0	1
0647	822261022	STATION INSTALLER & REPR	048	1	1
0536	950382026	STATIONARY ENGINEER	048	1	1
0460	862361022	STEAM SERVICE INSPECTOR	048	0	1
0785	651382030	STEEL-DIE PRINTER	048	0	1
0463	970381038	STENCIL CUTTER	024	0	1
0538	974382014	STEREOTYPER	072	0	1
0467	637281014	STOKER ERECTOR-AND-SERVICE	048	0	1
0539	771281014	STONE CARVER	036	0	1
0017	673382018	STONE POLISHER, MACHINE	036	0	1
0312	700381054	STONE SETTER (JEWELRY)	048	0	1
0470	674662010	STONE-LATHE OPERATOR	036	0	1
0542	771381014	STONECUTTER, HAND	036	0	1
0540	861381038	STONEMASON	036	0	1
0545	824381010	STREET-LIGHT SERVICER	048	0	1

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0726	971381050	STRIPPER	060	1	1
0064	972381022	STRIPPER, PHOTOLITHOGRAPHIC	048	1	1
0669	801361014	STRUCTURAL-STEEL WORKER	036	1	1
0553	952362026	SUBSTATION OPERATOR	048	0	1
0366	248167010	SUPERCARGO (WATER TRANS.)	024	0	1
0478	775281010	SURFACE-PLATE FINISHER	024	0	1
0551	018167034	SURVEYOR ASSIST., INSTRUMENTS	024	0	1
0838	891684018	SWIMMING-POOL SERVICER	024	0	1
0801	952362034	SWITCHBD OP(LIGHT,HEAT,PWR)	036	0	1
0558	801361022	TANK SETTER (PETROL PROD)	024	0	1
0559	601280034	TAP-AND-DIE MAKER TECH	048	0	1
0560	720281014	TAPE-RECORDER REPAIRER	048	0	1
0561	842664010	TAPER	024	0	1
0562	199261010	TAXIDERMIST (PROFES & KIN)	036	0	1
0552	822281034	TECHNICIAN, SUBMARINE CABL	024	0	1
0618	823281720	TELECOMMUNICATIONS TECHNICIAN	048	0	1
1002	379362018	TELECOMMUNICATOR	048	0	1
0951	203582050	TELEGRAPHIC-TYPEWRITER OP	036	1	1
0565	720281018	TELEVISION & RADIO REPR	048	1	1
0566	821281010	TELEVISION-CABLE INSTALLER	012	1	1
0567	601381038	TEMPLATE MAKER	048	0	1
0123	601280038	TEMPLATE MKR, EXTRUSION DIE	048	0	1
0972	861664014	TERRAZZO FINISHER	024	1	1
0568	861381046	TERRAZZO WORKER	036	0	1
0483	019161014	TEST TECH (PROFESS. & KIN)	060	1	1
0482	029261018	TEST-ENGINE OPERATOR	024	0	1
0956	029261022	TESTER	036	0	1
0572	822261026	TESTING & REGULATING TECH	054	0	1
0489	710384030	THERMOMETER TESTER	012	0	1
0971	861664018	TILE FINISHER	024	1	1
0573	861381054	TILE SETTER	036	1	1
0575	550381014	TINTER (PAINT & VARNISH)	024	0	1
0580	007061026	TOOL DESIGNER	048	1	1
0582	701381018	TOOL GRINDER I	036	0	1
0584	601280042	TOOL MAKER	048	1	1
0585	601281026	TOOL MAKER, BENCH	048	1	1
0586	601280046	TOOL-AND-DIE MAKER	048	1	1
0587	007167022	TOOL-DRAWING CHECKER	048	0	1
0765	603280038	TOOL-GRINDER OPERATOR	048	0	1
0588	601280054	TOOL-MACHINE SET-UP OPERAT	036	1	1
0589	620281058	TRACTOR MECHANIC	048	0	1
0590	724381018	TRANSFORMER REPAIRER	048	0	1
0592	620281062	TRANSMISSION MECHANIC	024	0	1
0847	630281038	TREATMENT-PLANT MECHANIC	036	1	1
0595	408181010	TREE SURGEON (AGRIC.)	036	0	1
0607	408664010	TREE TRIMMER(Line Clearance)	024	0	1
0805	822361030	TROUBLE LOCATOR TEST DESK	024	0	1
0858	821261026	TROUBLE SHOOTER II	046	0	1
0980	905663014	TRUCK DRIVER, HEAVY	018	0	1
0598	807281010	TRUCK-BODY BUILDER	048	1	1
0014	921663062	TRUCK-CRANE OPERATOR	036	1	1
1004	079167580	TUMOR REGISTRAR	024	0	1
0600	620281066	TUNE-UP MECHANIC	024	1	1
0601	952362042	TURBINE OPERATOR	048	0	1
1021	604280022	TURRET-LATHE SET-UP OPER	048	0	1
0606	780681010	UPHOLSTERER, INSIDE (FURN)	036	1	1
0492	730281046	VIOLIN MAKER, HAND	048	0	1
0612	652662014	WALLPAPER PRINTER I	048	0	1
0494	346361010	WARDROBE SUPERVISOR	024	0	1
0614	955382014	WASTE-TREATMENT OPERATOR	024	0	1
0507	955362010	WASTEWATER-TREATMT-PLANT OP	024	1	1
0616	715281010	WATCH REPAIRER	048	1	1
0619	954382014	WATER TRT PLT OP WATER WKS	036	1	1
0001	025267014	WEATHER OBSERVER	024	0	1
0667	651362030	WEB-PRESS OPERATOR	048	0	1
0620	810384014	WELDER, ARC	048	1	1
0622	819384010	WELDER, COMBINATION	036	1	1
0627	819361010	WELDER-FITTER	048	0	1
0498	011261014	WELDING TECHNICIAN	048	0	1
0945	810382010	WELDING-MACHINE OPER, ARC	036	1	1
0629	859362010	WELL-DRILL OPER CONSTR	048	0	1
0544	452364640	WILDLAND FIRE FIGHTER SPEC.	018	1	1
0357	730281054	WIND-INSTRUMENT REPAIRER	048	0	1
0499	827381014	WIND-TUNNEL MECHANIC	048	0	1
0034	183161014	WINE MAKER (VINOUS LIQUOR)	024	0	1
0501	677462014	WIRE SAWYER (STONEWORK)	024	0	1
0504	616382014	WIRE WEAVER, CLOTH	048	0	1
0633	729281042	WIRER (OFFICE MACH.)	024	0	1
0505	664382014	WOOD-TURNING-LATHE OPER	012	0	1
0919	729281046	X-RAY EQUIP TESTER	024	0	1

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SAMPLE CURRICULUM FOR 14-WEEK TRAINING PROGRAM

Weeks 1 - 3

- Outreach activities to inmates housed in minimum and medium security status cottages
- Intake activities including initial interviews, applications, prevocational guidance, referral or acceptance
- Orientation including review of class activities, facility tour, ONOW video

Weeks 4 - 11 Instructional Component

Typical Week:

Monday	Career Orientation	1 hour
	Math Review	2 hours
	Blueprint Reading	1 hour
	Fitness	2 hours
Tuesday	Workshop on Ex-Offenders re-entering employment	2 hours
	Spatial Reasoning	1 hour
	Math Review	1 hour
	Tool Identification and Usage Lab	2 hours
Wednesday	Tradeswomen's Panel	2 hours
	Mechanical Reasoning	1 hour
	Work Ethics	1 hour
	Fitness	2 hours
Thursday	Entry to CAD Lab	2 hours
	Sexual Harassment Issues	2 hours
	Assertiveness Training	2 hours
Friday	ONOW Quiz	1 hour
	Math Quiz	1 hours
	Vocational Guidance/ Homework Time	2 hours
	Fitness	2 hours

Weeks 12 - 14

- Follow-up assessment
- Linkage with placement personnel at other ONOW sites and Department Corrections staff
- Vocational guidance
- Personal counseling/goal setting
- Establishment of support network and long-term goals

Suggested Labs

1st Week	Tool identification
2nd Week	Tool facility - practice problems with basic hand tools
3rd Week	Tool facility continued
4th Week	Power tools - safety and practice
5th Week	Special project - design, layout, materials list, tools list
6th Week	Power tools lab continued
7th Week	Hands-on construction project from Week 5 design
8th Week	Completion of special project

Suggested Workshops

- Re-entering employment as an ex-offender - your rights and responsibilities
- Work ethics on the "outside"
- Assertiveness training
- Sexual harassment, sex/race discrimination
- Financial management
- Building a support network - linkages with placement, housing, educational services
- Succeeding on employment tests
- Maintaining your dignity

Note: This program is designed to serve female inmates and to reach out to other women who are economically disadvantaged. It can serve as a recruiting source for those employers with Federal and State compliance obligations. At the end of the program, participants may enter a nontraditional job, enroll in adult education, enter an apprenticeship, or seek other types of jobs.

Source: Orientation to Nontraditional Occupations for Women (ONOW). (Reprinted with permission of ONOW, which operates at locations in Ohio and West Virginia. ONOW serves female offenders at the Franklin Pre-Release Center in Columbus.)

SAMPLE CURRICULUM FOR 20-WEEK TRAINING PROGRAM

This **sample** curriculum outlines a 20-week program that combines basic education, computer familiarity and critical thinking skills with occupational skills training in building maintenance and repair.

Remediation activities are conducted on an individual and small group basis as needed, in addition to the regular Communications and Mathematics curriculum.

Week 1

Occupational Skills: Orientation; Safety Rules/Clothing; Introduction to Electricity, Magnetism, Conductors/Nonconductors

Communications: Orientation; Communication Theory; Introduction to Computers

Mathematics: Orientation; Review of Addition/Subtraction of Whole Numbers; Problem Solving with Whole Numbers

Career Development: Orientation; Job Objectives; Employed Lifestyle; Career vs Job; Steps toward Employment

Life Skills: Orientation; Life Skills Planning

Week 2

Occupational Skills: Electric Current/Resistance/Color Code; Tool Recognition

Communications: Listening

Mathematics: Review of Multiplication/Division of Whole Numbers; Problem Solving with Whole Numbers

Career Development: Defining Nontraditional Jobs; Assigned Sex Roles; Job Market; Apprenticeship; Career Library

Life Skills: Assertiveness Training

Week 3

Occupational Skills: Tool Recognition; Circuits—AC/DC, Open/Closed, Series/Parallel

Communications: Listening; Note-Taking

Mathematics: Reading/Writing, Reducing, Adding Fractions

Career Development: Role Models; Apprenticeship Speaker

Life Skills: Decision Making

Week 4

Occupational Skills: Circuits; Component Identification; Soldering/Desoldering

Communications: Following Direction

Mathematics: Subtraction/Multiplication/Division Fractions; Problem Solving with Fractions

Career Development: Field Trips

Life Skills: Goal Setting

Week 5

Occupational Skills: Soldering/Desoldering; Wire Wrap

Communications: Main Idea—stated

Mathematics: Problem Solving with Fractions

Career Development: Analyzing Accomplishments/Work History; Self-Assessment

Life Skills: Values

Week 6

Occupational Skills: Measurement—Rulers/Tape; Use of Hand and Power Tools

Communications: Main Idea—inferred

Mathematics: Reading/Writing, Comparing, Adding/Subtracting Decimals

Career Development: Goal Setting; Job Goals; Job Target Plan

Life Skills: Coping with Family and Work Demands

Week 7

Occupational Skills: Wall Construction—Studs/Wiring

Communications: Paragraph Writing; Joining Sentences

Mathematics: Multiplying/Dividing Decimals

Career Development: Employer Expectations; Job Myths/Realities; Body Language/Appearance

Life Skills: Parenting and Child Care

Week 8

Occupational Skills: Introduction to Heat Theory

Communications: Recordkeeping/Inventory Skills

Mathematics: Measurement—Area/Perimeter/Volume; Blueprint Reading

Career Development: Mock Interviews on Videotape/Feedback; Answering Tough/Illegal Interview Questions

Life Skills: Dealing with Stress

Week 9

Occupational Skills: Wall Construction—Wiring/Drywall; Introduction to Light/Sound Theory

Communications: Dictionary; Context Clues

Mathematics: Percents; Problem Solving with Percents

Career Development: Informational Interviewing; Salary Negotiations; Practice

Life Skills: Time Management

Week 10

Occupational Skills: Wall Construction—Finish Work; Introduction to Wheels/Levers/Gears

Communications: Context Clues; Etymology

Mathematics: Review of Basic Arithmetic; Problem Solving

Career Development: Resumes; Applications

Life Skills: Financial Management

Week 11

Occupational Skills: Measurement—Area/Perimeter/Volume

Communications: Special Terms—vocabulary

Mathematics: Positive/Negative Numbers; Variables; Solving Equations

Career Development: References; Cover Letters; Thank You Notes

Life Skills: Health Maintenance

Week 12

Occupational Skills: Painting; Replacing Existing Electrical Fixtures

Communications: Analogies; Term Diagrams

Mathematics: Solving Equations; Square Roots

Career Development: Effective Ways to Conduct a Job Search

Life Skills: Nontraditional Employment

Week 13

Occupational Skills: Repair of Woodwork/Plaster/Wallboard; General Maintenance/Trouble Shooting

Communications: Reasoning with Symbols; Spatial Relations

Mathematics: Geometric Shapes/Formulas

Career Development: Networking

Life Skills: AIDS and the Workplace

Week 14

Occupational Skills: Project; Mechanical Aptitude Testing

Communications: Test-Taking Skills

Mathematics: Problem Solving

Career Development: How to Use the Telephone to Get Job Interviews; Role-Plays

Life Skills: Sexual Harassment on the Job

Week 15

Occupational Skills: Blueprint Reading

Communications: Mind-Twisters

Mathematics: Powers; Metric; English System of Measurement; Use of Calculator; Ohm's Law; Banking Math

Career Development: Employer Panel; Information on Other Training Programs

Life Skills: Job Maintenance—Making a Good Impression and Having It Last

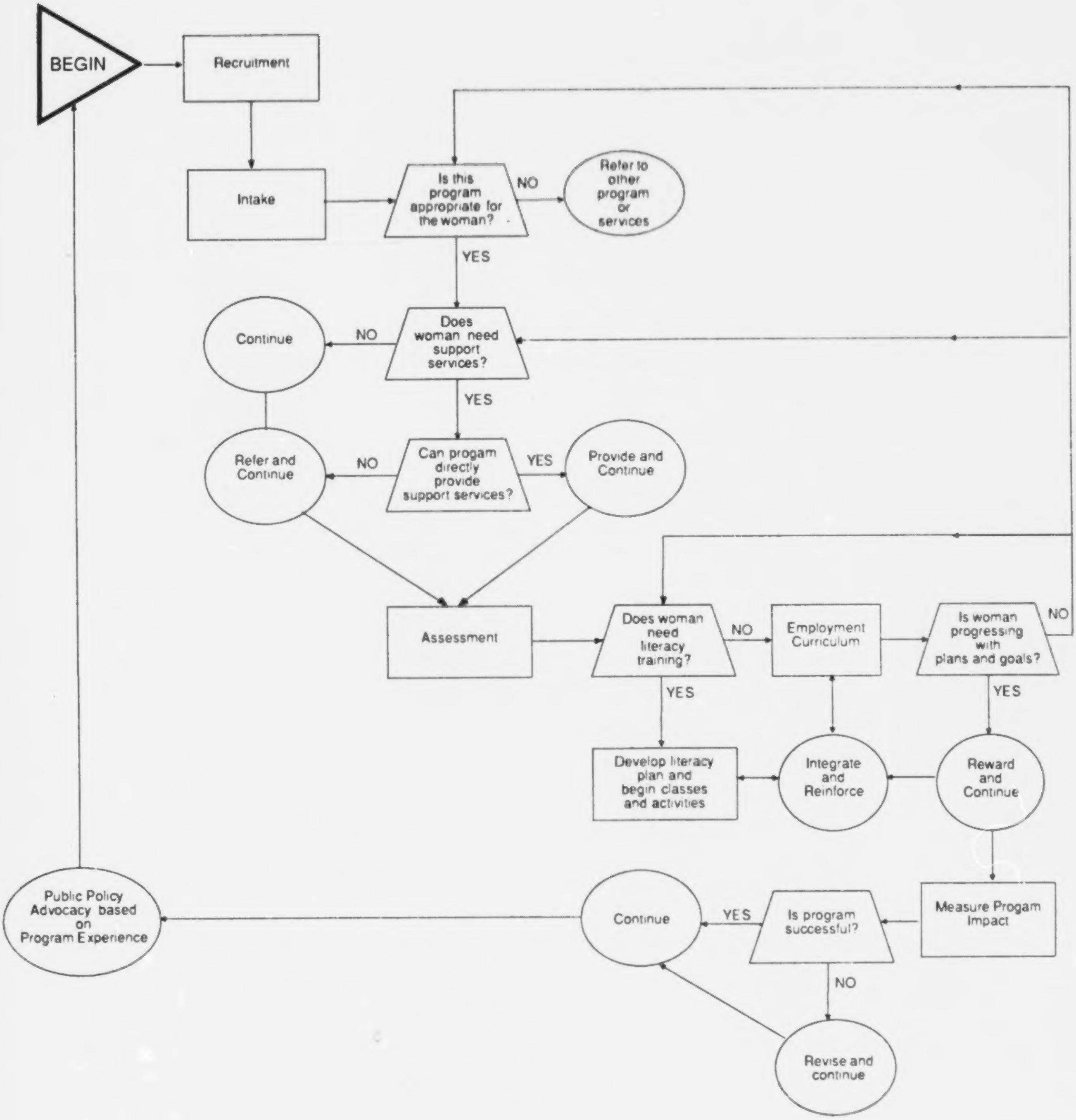
Weeks 16–18

Internships

Weeks 19–20 *Job Search*

Source: **"Wider Opportunities: Combining Literacy and Employment Training--a Program Model," Wider Opportunities for Women, 1325 G Street, NW., LL, Washington, DC 20005, 1988. (Reprinted with permission of Wider Opportunities for Women.)**

Literacy and Employment Training Program Model


BEGIN
Recruitment
Intake
Is this program appropriate for the woman?
NO
Refer to other program or services
YES
Does woman need support services?
NO
Continue
YES
Can progam directly provide support services?
NO
Refer and Continue
YES
Provide and Continue
Assessment
Does woman need literacy training?
NO
Employment Curriculum
Is woman progressing with plans and goals?
NO
YES
Develop literacy plan and begin classes and activities
Integrate and Reinforce
Reward and Continue
Measure Progam Impact
Is program successful?
YES
Continue
NO
Revise and continue
Public Policy Advocacy based on Program Experience

Source: "Wider Opportunities: Combining Literacy and Employment Training--a Program Model," Wider Opportunities for Women, 1325 G Street, NW., LL, Washington, DC 20005, 1988. (Reprinted with permission of Wider Opportunities for Women.)

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GLOSSARY
Terms and Acronyms Used in this Directory

Apprenticeship--a prescribed paid learning experience during which an individual--an apprentice--learns a trade through several years of on-the-job training and related instruction. Apprentices work under the guidance of a master craft worker--a journeyworker--and pursue progressively more complex work, which, when combined with supplemental instruction, leads to a recognized certificate of completion of the prescribed apprenticeship program.

Dislocated workers--workers who have been laid off or terminated due to plant or business closures.

Displaced homemakers--individuals who have worked in the home for a substantial number of years providing unpaid household services for family members during which time they were dependent on the income of another family member but are no longer supported by such income. This includes income lost because of being recently widowed, divorced, or separated, or income lost because the spouse has become disabled and can no longer provide an income for the family. Displaced homemakers are also individuals who were dependent on Federal assistance but are no longer eligible for such assistance.

Journeyworkers--certified, experienced skilled craft workers who have successfully completed the term of an apprenticeship; they become veteran journeyworkers with continued experience working in the trade. These master craft workers tutor and guide apprentices in their on-the-job training.

Nontraditional occupations for women--occupations in which women comprise 25% or less of the total employed.

Pre-Apprenticeship--a structured, intensified hands-on orientation program, usually not exceeding 10 weeks, which is conducted in a group setting and should lead to immediate placement in a registered apprenticeship program. Pre-apprenticeship affords individuals the opportunity to become familiar with the tools, skills, and positive attitudes they will need during their training and helps increase chances of success in employment.

Precision production occupations--occupations requiring a high degree of precision in the tasks performed for the attainment of standards. The jobs may require an ability to interpret detailed instructions and specifications. Two examples of these occupations are: (1) electrical and electronic equipment assemblers and (2) tool and die makers.

AFDC--Aid to Families with Dependent Children. (Administered by the U.S. Department of Health and Human Services.)

ATR--Apprenticeship and Training Representative. (A BAT field representative.)

BAT--Bureau of Apprenticeship and Training. (A component of the Office of Work-Based Learning, Employment and Training Administration, U.S. Department of Labor.)

DOT--Dictionary of Occupational Titles. (Published by the Employment and Training Administration, U.S. Department of Labor, it uses a numbering system to classify occupations by the type of work, required training, physical demands, and working conditions.)

ETA--Employment and Training Administration. (An agency of the U.S. Department of Labor.)

FCA--Federal Committee on Apprenticeship. (An advisory body to the Secretary of Labor.)

GED--General Education Development. (A high school equivalency certificate.)

JOBS--Job Opportunities Basic Skills. (A training program related to family assistance under the U.S. Department of Health and Human Services.)

JTPA--Job Training Partnership Act. (Legislation authorizing job training programs for economically disadvantaged individuals and others who face serious barriers to employment.)

OFCCP--Office of Federal Contract Compliance Programs. (An agency of the Employment Standards Administration, U.S. Department of Labor.)

PIC--Private Industry Council. (A unit within a State which administers or operates a training program under JTPA.)

SAC--State Apprenticeship Council.

SELECTED NONTRADITIONAL OCCUPATIONS FOR WOMEN, NUMBERS AND PERCENTAGES OF WOMEN EMPLOYED, 1990

(Numbers in thousands)

Occupations	No. empl. both sexes	No. empl. women	Per-cent women	Median weekly earnings both sexes
Securities and financial service sales	300	70	23.4	$ 707
Precision production occupations	3,896	900	23.1	470
Sales representatives, commodities, except retail	1,627	360	22.0	596
Farm workers	851	179	21.0	229
Lawyers and judges	756	157	20.8	1,052
Guards	768	157	20.5	304
Engineering and related technologists/technicians ..	980	194	19.8	509
Physicians....................	575	111	19.3	892
Administrators, protective service	56	11	19.1	606
Barbers	93	17	18.7	--
Announcers	52	10	18.5	--
Architects	142	26	18.4	695
Handlers, equipment cleaners, helpers, and laborers	4,855	859	17.7	298
Farm operators and managers ..	1,238	194	15.7	348
Geologists and geodesists	53	8	14.3	--
Police and detectives	829	114	13.8	507
Motor vehicle operators	3,589	388	10.8	402
Clergy	325	31	9.6	433
Dentists	162	15	8.0	--
Engineers	1,862	149	8.0	814
Forestry and logging occupations	129	7	5.7	314
Construction inspectors	70	4	5.1	579
Airplane pilots and navigators	114	6	5.1	898
Fishers, hunters, trappers ...	63	3	4.7	--
Plant and systems operators--water	270	11	4.2	--
Material moving equipment operators	1,089	42	3.9	415
Mechanics and repairers	4,448	160	3.6	476
Construction trades	5,147	98	1.9	457
Firefighting occupations	205	2	1.2	595

Source: Bureau of Labor Statistics, U.S. Department of Labor.

WOMEN IN REGISTERED APPRENTICESHIPS, END OF PERIOD, FISCAL YEARS 1978, 1983, 1988, AND FIRST QUARTERS OF FISCAL YEARS 1989 AND 1990

	Number	Percent of Total
1990	20,043	7.1
1989	18,184	7.0
1988	17,239	6.8
1983	16,710	6.6
1978	8,997	3.1

Source: Bureau of Apprenticeship and Training, Employment and Training Administration, U.S. Department of Labor.

PERSONS EMPLOYED IN THE TRADES, BY SEX AND DETAILED OCCUPATIONS, 1983 AND 1990

(Numbers in thousands)

	1990		1983	
	Total persons employed	Women as % of total	Total persons employed	Women as % of total
Precision Production, Craft, and Repair	13,641	8.5	12,328	8.1
Mechanics and repairers	4,448	3.6	4,158	3.0
Supervisors	251	7.5	252	7.0
Mechanics and repairers, except supervisors	4,198	3.3	3,906	2.8
Vehicle and mobile equipment mechanics and repairers	1,768	0.9	1,683	0.8
Auto mechanics	862	0.8	800	0.5
Bus, truck, and stationary engine mechanics	315	0.4	299	0.6
Aircraft engine mechanics	310	2.8	95	2.5
Small engine repairers	67	0.2	63	0.1
Auto body and related repairers	201	0.7	199	0.7
Heavy equipment mechanics	155	0.7	162	0.7
Industrial machinery repairers	496	3.0	529	2.2
Electrical and electronic equipment repairers	711	8.6	674	7.4
Electronic repairers, communications, and industrial equipment	182	7.4	155	5.3
Data processing equipment repairers	157	11.4	98	9.3
Telephone line installers and repairers	62	6.9	59	5.6
Telephone installers and repairers	193	11.3	247	9.9
Heating, air conditioning, and refrigeration mechanics	267	0.5	200	0.5

	1990		1983	
	Total persons employed	Women as % of total	Total persons employed	Women as % of total
Miscellaneous mechanics and repairers	932	4.8	792	4.0
Office machine repairers	76	5.4	66	3.3
Millrights	94	2.8	94	1.0
Construction trades	5,147	1.9	4,289	1.8
Supervisors	657	1.5	504	1.3
Construction trades, except supervisors	4,489	1.9	3,784	1.9
Brickmasons and stonemasons	193	0.2	156	0.3
Tile setters, hard and soft	68	2.0	--	--
Carpet installers	109	2.1	88	2.0
Carpenters	1,360	1.3	1,160	1.4
Drywall installers	153	1.0	95	1.4
Electricians	698	1.7	602	1.5
Electrical power installers and repairers	121	1.7	106	0.2
Painters, construction and maintenance	549	5.6	473	4.9
Plumbers, pipefitters, and steamfitters	455	0.9	443	1.1
Concrete and terrazo finishers	71	0.6	64	--
Insulation workers	54	1.5	56	4.8
Roofers	212	0.3	133	0.1
Structural metal workers	61	0.2	63	1.2
Extractive occupations	149	1.9	196	2.3
Precision production occupations	3,896	23.1	3,685	21.5
Supervisors	1,308	16.2	1,210	14.1
Precision metal working	908	6.6	892	5.5
Tool and die makers	152	1.6	148	1.2
Machinists	488	3.9	471	4.1
Sheet metal workers	122	6.0	127	4.5
Precision woodworking occupations	96	13.6	86	16.7
Cabinet makers and bench carpenters	56	3.9	--	--

	1990		1983	
	Total persons employed	Women as % of total	Total persons employed	Women as % of total
Precision textile, apparel and finishings machine workers .	249	60.8	260	58.9
Dressmakers	112	96.4	111	96.1
Upholsterers	66	25.1	67	20.2
Precision workers, assorted materials ..	526	54.3	452	56.9
Optical goods workers	62	57.5	56	41.5
Dental laboratory and medical appliance technicians	62	36.4	50	41.1
Electrical and electronic equipment assemblers	293	66.7	246	74.2
Precision food production occupations .	419	32.7	408	25.5
Butchers and meat cutters	259	22.1	276	15.6
Bakers	117	44.3	105	44.4
Precision inspectors, testers and related workers	121	25.2	130	25.6
Inspectors, testers, and graders	112	24.9	121	24.6
Plant and system operators	270	4.2	247	3.4
Operators, fabricators, and laborers	17,775	25.5	16,091	26.6
Machine operators, assemblers, and inspectors	8,071	40.0	7,744	42.1
Textile sewing machine operators	710	89.1	806	94.0
Welders and cutters	593	4.0	543	5.0
Transportation and material moving operations	4,849	9.0	4,201	7.8
Bus drivers	443	51.6	365	45.5
Locomotive operating occupations	51	0.5	64	2.3
Handlers, equipment cleaners, helpers, and laborers	4,855	17.7	4,147	16.8
Construction laborers ..	774	3.2	595	2.1
Hand packers and packagers	305	62.0	286	67.0

Source: Employment and Earnings, January 1991, pp. 188-190, U.S. Department of Labor, Bureau of Labor Statistics.

NATIONAL TRADESWOMEN'S NETWORK (NTN)

The National Tradeswomen's Network (NTN), established in 1990, is a tradeswomen based network of organizations and individuals committed to increasing the numbers of women entering and working in nontraditional blue-collar occupations. NTN's goals are to: affect national policy; enforce and expand affirmative action standards; promote, develop, and support regional and local tradeswomen organizational efforts; promote a safe environment and quality workplace; and challenge gender biased work and educational policies and practices.

Listed below are addresses of NTN's executive director and board of directors--officers and members.

Theresa Person
Executive Director, NTN
c/o Chicago Women in Trades
37 South Ashland Avenue
Chicago, IL 60607

Kai Douglass
President, NTN
Tradeswomen, Inc.
P.O. Box 40664
San Francisco, CA 94140

Ronnie Sandler
Vice President, NTN
Northern New England Tradeswomen
1 Prospect Avenue
St. Johnsbury, VT 05819

Lauren Sugerman
Treasurer, NTN
Chicago Women in Trades
37 South Ashland Avenue
Chicago, IL 60607

Lisa Diehl
Secretary, NTN
Women and Employment
1217 Lee Street
Charleston, WV 25301

Linda Butler
TOP/WIN
P.O. Box 5904
Philadelphia, PA 19137

Patricia Coley
6543 Seward Park Avenue S.
Seattle, WA 98118

Priscilla Golding
Women in the Building Trades
555 Amory Street
Jamaica Plain, MA 02130

Luz Taboda
El Paso Community College
Women's Center
R.G. Campus, P.O. Box 20500
El Paso, TX 79998

Fatima L. Weathers
3681 Woodridge Road
Cleveland, OH 44121

Sandy Pope
Coalition of Labor Union Women
15 Union Street
New York, NY 10003

Ana Marie Diaz
9715 Fontainbleau Blvd.
Miami, FL 33172

Carol Davis
Coal Employment Project
P.O. Box 9
Mather, PA 15346

SELECTED NATIONAL ORGANIZATIONS INVOLVED IN TRAINING OR EMPLOYMENT ASSISTANCE

National as well as community based agencies and organizations operate job training, counseling, or information and referral programs, sometimes as subcontractors for government agencies and often as a service to local residents. Chapters of groups such as the Young Women's Christian Association (YWCA), Catalyst, Alpha Kappa Alpha and Delta Sigma Theta sororities, National Council of Negro Women, Business and Professional Women's Clubs, B'nai B'rith, National Urban League, League of United Latin American Citizens, National Council of Puerto Rican Women, Mexican-American Opportunity Foundation, and others sometimes provide counseling for referral services at the community level. Also, career or trade interest groups, such as Women Construction Owners and Executives, USA, and other membership organizations provide information, technical assistance, and other services.

The largest federally funded system of job training programs is authorized by the Job Training Partnership Act (JTPA). The goal of JTPA is to train or retrain and place eligible individuals in permanent, unsubsidized employment, preferably in the private sector. Eligible individuals are primarily the economically disadvantaged--in particular, economically disadvantaged youth, dislocated workers, and others who face significant barriers to employment.

JTPA may be used for a variety of purposes, including classroom instruction in occupational skills and other job related training; on-the-job training; recruitment; orientation; counseling; testing; placements; and supportive services. Most of the JTPA money is distributed to units within the States called service delivery areas (SDA's) and smaller units called private industry councils (PIC's) for administering and operating the required training programs to meet the needs of individuals.

JTPA also provides for a partnership between Federal, State, and local governments and the private for profit and not for profit sectors, including organized labor, education, and welfare. This partnership is to provide for the administration and operation of training programs designed to assist economically disadvantaged individuals, dislocated workers, and others with special barriers to employment in developing the necessary skills to obtain and retain appropriate unsubsidized employment in the private sector.

Under the provisions of the partnership agreement, several national organizations receive training grants. These organizations may be in a position to link with nontraditional job training opportunities in serving both women and men. A listing of these "Public Interest Groups/Community Based Organizations" follows.

	Staff Contact
Committee for Economic Development 1700 K Street, NW. Washington, DC 20006 Telephone: 202/296-5860 Sol Hurwitz, President	Nathaniel Semple Vice President
HRDI/AFL-CIO 815 - 16th Street, NW. Washington, DC 20006 Telephone: 202/638-3912 Alan Kistler, President	Michael McMillan Executive Director
Interstate Conference of Employment Security Agencies 444 North Capitol Street, NW. Washington, DC 20001 Telephone: 202/628-5588 Michael V. Deisz, President	Emily DeRocco Executive Director
National Alliance of Business 1201 New York Avenue, NW, Suite 700 Washington, DC 20005 Telephone: 202/289-2888 William Kolberg, President	Pierce Quinlan Executive Vice President for Operations
National Association of Counties 440 First Street, NW., 8th Floor Washington, DC 20001 Telephone: 202/393-6626 D. Michael Stewart, President	John Thomas Executive Director Jerry McNeil Senior Project Director, Trng. & Emp. Programs
National Association of Private Industry Councils 1201 New York Avenue, NW., Suite 800 Washington, DC 20005 Telephone: 202/289-2950 Robert Knight, President	
National Association of Regional Councils 1700 K Street, NW. Washington, DC 20006 Telephone: 202/457-0710 John A.F. Melton, President	Richard Hartman Executive Director

	Staff Contact
National Conference of Black Mayors 1430 West Peachtree Street, NW. Suite 700 Atlanta, GA 30309 Telephone: 404/892-0127 Mayor Unita Blackwell, President (Mayersville, MS)	Michelle Kourouma Director
National Conference of State Legislatures 444 North Capitol Street, NW Suite 500 Washington, DC 20001 Telephone: 202/624-5400 Speaker John Martin, President (Maine)	William Pound Executive Director David L. Shreve Job Training Program Manager
National Council of La Raza 810 First Street, NE. Washington, DC 20002-4205 Telephone: 202/289-1380 Raul Yzaguirre, President and Executive Director	
National Governors' Association 444 North Capitol Street, NW. Suite 450 Washington, DC 20001 Telephone: 202/624-5300 Governor Booth Gardner, Chairperson (Washington)	Raymond C. Scheppach Executive Director Evelyn Ganzglass Project Director, Training & Employment
National League of Cities 1301 Pennsylvania Avenue, NW. Washington, DC 20004 Telephone: 202/626-3010 Sidney J. Barthelemy, President (New Orleans)	Donald J. Borut Executive Director
National Urban League 500 East 62nd Street New York, NY 10021 Telephone: 212/310-9082 John E. Jacob, President and CEO	Vince Austin Director of Employment
National Youth Employment Coalition 1501 Broadway, Room 1111 New York, NY 10036 Telephone: 212/840-1801 Rae Linefsky, Chairperson	Linda Laughlin Executive Director

	Staff Contact
Opportunities Industrialization Centers of America 1415 North Broad Philadelphia, PA 19122 Telephone: 215/236-4500 Herman Art Taylor, President	
The Partnership for Training and Employment Careers (National Job Training Partnership, Inc.) 1620 Eye Street, NW., Room 328 Washington, DC 20006 Telephone: 202/887-6120 Henry "Hank" Weisman, President	Cynthia Davis Director
SER-Jobs for Progress, Inc. 1355 Riverbend Drive, Suite 240 Dallas, TX 75247 Telephone: 214/631-3999 Pedro Viera, President	
U.S. Chamber of Commerce 1615 H Street, NW. Washington, DC 20062 Telephone: 202/659-6000 James K. Baker, Chairperson of the Board	Frederick J. Krebs Manager, Labor and Human Resources Department
U.S. Conference of Mayors 1620 Eye Street, NW. Washington, DC 20006 Telephone: 202/293-7330 Mayor Robert M. Isaac, President (Colorado Springs)	J. Thomas Cochran Executive Director Joan Crigger Director of Emp. and Training
Wider Opportunities for Women 1325 G Street, NW., LL Washington, DC. 20005 Telephone: 202/638-3143 Joan Goodin, Chairperson of the Board	Cynthia Marano Executive Director
National Puerto Rican Forum 31 East 32nd Street New York, NY 10016 Telephone: 212/685-3311 Hector Velazquez, President	Rosaida Rosario Vice President for Programs

SELECTED PUBLICATIONS RELATED TO WOMEN IN NONTRADITIONAL OCCUPATIONS

U.S. DEPARTMENT OF LABOR PUBLICATIONS

Women's Bureau
(Single free copies are available from national and regional offices. See addresses of regional offices on page 85.)

CHOICES: Clearinghouse on Implementation of Child Care and Eldercare Services. 12 pp., 1989.

The Coal Employment Project--How Women Can Make Breakthroughs Into Nontraditional Industries. 27 pp., 1985.

Earnings Differences Between Women and Men. 90-3, 8 pp., 1990.

Employers and Child Care: Benefiting Work and Family. 76 pp., reprinted 1990.

Jobs for the Future. 76 pp., reprinted 1988.

20 Facts on Women Workers. 90-2, 4 pp., 1990.

Women and Workforce 2000. 88-1, 4 pp., 1988.

Women in Nontraditional Careers (WINC): Curriculum Guide. 652 pp., 1984 edition.

Women in the Skilled Trades. 90-5, 8 pp., 1990.

Women on the Job: Careers in the Electronic Media. 26 pp., 1990.

Work and Family Resource Kit. 20 pp., 1989.

Working Woman's Guide to Her Job Rights. 1991. (In press.)

Employment and Training Administration (ETA)
Bureau of Apprenticeship and Training (BAT)
(Free copies are available from national and regional offices. See addresses of regional offices on page 88.)

Apprenticeship Information. Leaflet, 1990.

Apprenticeship: Past and Present. 27 pp., 1987.

National Apprenticeship Program. 16 pp., 1987.

Setting Up an Apprenticeship Program. 36 pp., 1989.

Other ETA Publications

Dictionary of Occupational Titles (D.O.T.) Revised 1991.

Portraits of Progress: Job Training Partnership Act. 17 pp., 1990.

Tips for Finding the Right Job. 28 pp., 1991.

Training Opportunities in the Job Corps. 132 pp., 1990.

Women in Traditionally Male Jobs: The Experiences of Ten Public Utility Companies. R&D Monograph 65, 136 pp., 1978.

Work-Based Learning: Training America's Workers. 52 pp., 1989.

Working Capital: JTPA Investments for the 90's. 36 pp., 1989.

Employment Standards Administration (ESA)
Office of Federal Contract Compliance Programs (OFCCP)

OFCCP: Making EEO amd Affirmative Action Work. 14 pp., 1987. (Available from national, regional, district, and area offices. See addresses on page 103.)

Bureau of Labor Statistics

Occupational Outlook Handbook, 1990-91 edition. 1990. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402; usually available for reference at public libraries, schools, colleges, and State employment service (SES) local offices. For the office nearest you, see the State government listings in your telephone directory or contact your State employment service; see addresses on page 121.

Occupational Outlook Quarterly. A supplemental publication to the Occupational Outlook Handbook; it presents information on emerging occupations, new technology, labor force trends, and earnings and benefits.

Occupational Safety and Health Administration (OSHA)

Construction Industry. OSHA 2207, OSHA Safety and Health Standards (29 CFR 1926/1910) 693 pp., revised 1991.

Ergonomics: The Study of Work. OSHA 3125, 24 pp., 1991.

Job Safety and Health Quarterly. Available by subscription from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, for $5.50 a year. Single copies cost $1.75.

JOINT AGENCY PUBLICATIONS

Nontraditional Training and Employment Programs Serving AFDC Women. U.S. Department of Health and Human Services, Family Support Administration, Susan Greenblatt, and U.S. Department of Labor, Women's Bureau, Arleen Winfield. 6 pp., 1988.

The Bottom Line: Basic Skills in the Workplace. U.S. Department of Labor and U.S. Department of Education. 50 pp., 1988.

The School-To-Work Connection. A report on the proceedings of "The Quality Connection: Linking Education and Work," a national conference sponsored jointly by the Secretary of Labor and the Secretary of Education, Washington, DC, May 15-17, 1990.

OTHER REFERENCES

Note: The following references are not available from the Women's Bureau. To obtain further information or copies, please contact the publisher directly.

"After the Pioneers: Prospects for Women in Nontraditional Blue-Collar Occupations." Work and Occupations, 9:363-86, Harlan, Sharon and Brigid O'Farrell, 1982.

"All-Craft Giving Women a Shot at Skilled Craft Jobs." National Alliance of Business WorkAmerica, 1:12, 1984.

Alone in a Crowd: Women in the Trades Tell Their Stories. Schroedel, Jean R., Temple University Press, Philadelphia, PA, 1985.

"Analysis of the Integration of Females in the State of New Jersey Department of Transportation Maintenance Work Force, Fiscal Year 1988." Fitzpatrick, Eileen and Kathleen Immordino, 1988.

"ANEW." Tradeswomen, 6:8-11, Hanson, Emily, 1987.

The Apprenticeship and Blue Collar System: Putting Women on the Right Track. Weston, Kathleen M., Urban Management Consultants of San Francisco, San Francisco, CA, 1982.

Be Your Own Best Friend: Blue Collar Jobs for Women, A Resource Guide. Tetrault, Jean, Tucson Women's Commission, Tucson, AZ, 1982.

Between the Rock and the Hard Place: Employment and Unemployment Among Blue-Collar Women. Rosen, Ellen I., Social Welfare Research Institute, Boston College, Newton, MA, 1981.

"Blue-Collar Blues: The Sexual Harassment of Women Autoworkers." *Work and Occupations*, 9:271-97, Gruber, James E. and Lars Bjorn, 1982.

"Blue Collar Women, Inc., Presses for Increased Jobs in Highway Projects." *Tradeswomen*, 5:36-37, 1986.

Blue Collar Women: Pioneers on the Male Frontier. Walshok, Mary Lindenstein, Anchor Press, New York, 1981.

Breaking and Entering: Policewomen on Patrol. Martin, Susan E., University of California Press, Berkeley, CA, 1980.

"Breaking the Traditional Mold." *Women's Work*, 5:5-7, Etzcorn, Pamela, 1979.

"Building Skills From the Ground Up." *MS*, p. 39, Powers, Karen Jane, 1986.

Changing Places--Men and Women in Transitional Occupations. Shreiber, Carol Tripp, MIT Press, Cambridge, MA, 1979.

Choices. Bingham, Mindy, Judy Edmondson, and Sandy Stryker, Advocacy Press, El Toro, CA, 1984.

Competence Is for Everyone. Whalen, Martha, Educational Development Center, Newton, MA, 1983.

"Contractor Receives Award for Exemplary Affirmative Action." *Construction Labor Report*, August 26, 1987, p. 744.

Conversations--Working Women Talk About Doing a "Man's Job." Wetherby, Terry, Les Femmes Publishing, Millbrae, CA, 1977.

"Corporate Experiences in Improving Women's Job Opportunities." *Conference Board Report*, No. 755, Shaeffer, Ruth G. and Edith F. Lynton, The Conference Board, New York, 1979.

"Craftworkers and Clerks: The Effect of Male Co-Worker Hostility on Women's Satisfaction with Non-Traditional Jobs." *Social Problems*, 29:252-65, O'Farrel, Brigid and Sharon L. Harlan, 1982.

Equity in the Midwest. Wider Opportunities for Women, Washington, DC, 1988.

"Gangster's Former Home Now Helps Train Women for Construction Jobs." *National Alliance of Business WorkAmerica*, 4:5, 1986.

"Getting and Keeping Women in Nontraditional Careers." *Public Personnel Management Journal*, 10:408-11, Brown, Marsha D., 1981.

"Hard-Hat Women." Across the Board, 18:12-18, Munson, Howard, 1981.

Hard Hats. Riemer, Jeffrey W., Sage Publications, Beverly Hills, CA, 1979.

"Hard Hatted Women: Reflections on Blue-Collar Employment." H. John Bernardin (ed) Women in the Work Force. Deaux, Kay and Joseph C. Ullman, Praeger, New York, 1982.

"Hardships That Blue-Collar Women Face." Business Week, August 14, 1978.

"Helping Women Break Into the Trades." National Alliance of Business WorkAmerica, 2:6-8, 1984.

Highway Construction for Women Orientation. Highway Construction for Women Program, Texas Engineering Extension Service, Texas A&M University, San Antonio, TX, 1988.

"Highway Women Top Notch." San Antonio Express-News, October 8, 1985, pp. 36-37, Bode, Mary Jane.

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☆ U.S. GOVERNMENT PRINTING OFFICE:1991-282-148/54601

U.S. Department of Labor
Office of the Secretary
Women's Bureau
200 Constitution Avenue, N.W.
Washington, D.C. 20210-9990

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ISBN 0-16-035833-7
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